Procedure for Hiring
Instructional Student Assistants (ISAs),
Graduate Assistants (GAs), and
Teaching Associates (TAs)

1. Is this a ‘closed’ position?
   A. Does the position exist to fulfill a commitment of support made to a student at the time of admission?
   
   OR

   B. Does the position exist under an existing advising relationship with a faculty member?
   
   If YES, this is a ‘closed’ position. Go to Step 3.
   If NO, this as an ‘open’ position. Go to Step 2.

2. Open positions must follow this hiring procedure:
   A. Create a job posting, which will describe the duties, qualifications, schedule, and salary for the new position:
      a. As a guide, use the Position Descriptions for the appropriate classification (ISA, TA, or GA)
      b. For appropriate salary ranges, use the CSU Salary Schedule.
      c. Use the “Unit 11 Job Posting Template” to prepare your job posting.
   
   B. E-mail your job posting to David Schecter at dschecter@csub.edu

   C. The Career Development Center, where students go to look for on-campus jobs, will post the job listings in their office and have a link on their webpage to a listing of ISA, TA, and GA jobs.

   D. Your job listing must be posted for a minimum of one week.

   E. Interview qualified applicants.

   F. Select the best qualified applicant.

3. Send the following to David Schecter in the Provost’s Office (Admin 100; mail stop 59 ADM):
   A. Cover memo describing the position, duties, supervisor, etc.

   B. If you are hiring an ISA, the completed “Student Assistant or Instructional Student Assistant” questionnaire from Step 3 of the Hiring CSUB Students Webpage.

   C. A completed Recruitment and Appointment Form for ISAs, GAs, and TAs.

4. The Provost’s Office will send an appointment offer letter to your selected candidate (you will also receive a copy).