



Department Checklist for New Student Assistant

- Use [Handshake](#) to post open position (if needed).
- Start, schedule, and finalize interviews.
- After identifying new student assistant(s), obtain unofficial transcripts to ensure minimum enrollment is met:
 - *Academic Year (fall/ spring):* At least (6) units for undergraduate students or at least (4) units for graduate students.
 - *Summer:* Ensure minimum enrollment was met spring semester and review unofficial transcripts if student is or is not taking courses to use appropriate job code(s).
- Generate an [eHire](#) using action and reason: HIR- APT, in the comment box include Student ID#, if applicable include Handshake Job Posting#, and obtain hiring manager's signature.
- Create and complete a [position description](#)
- Provide the following items to new student assistant:
 - New Student Assistant Checklist
 - Signed eHire
 - Completed position description
 - Blank [student hiring packet](#)

It is the student responsibility to upload the eHire, position description, completed student hiring packet, copy of I-9 acceptable documents (refer to pg.15 of the student hiring packet), and copy of Social Security Card for tax reporting purposes preferably as a single file to the [Student Employment Dropbox folder](#).

Note: A Human Resources representative will send an email to the student and supervisor when student is cleared to start work.

If you have additional questions, please contact the following individuals:

- **Handshake Recruitment:** Jennifer Henriquez, Student Employment and Career Readiness Coordinator, Career Center, jhenriquez5@csudh.edu, x3213
- **Federal Work Study:** Adrienne Jones, Assistant Director, Fiscal Operations, Financial Aid, ajones@csudh.edu
- **Hiring Process:** Efrain Carlin, HR Analyst, Human Resources, ecarlin@csudh.edu, x1056
- **Payroll:** Lisa Kim, Payroll Technician, Payroll Services, lkim@csudh.edu, x3884