



Department Checklist for Returning Student Assistant

- 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.
- If student is new to the position and/or previous duties have changed, create and complete a [position description](#).
- Provide the Returning/Continuing Student Assistant Checklist to the student.

It is the student's responsibility to upload the signed eHire (and if applicable a position description form), 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