Student Assistant FAQs

Q: What are the enrollment requirements to be appointed as a Student Assistant?
A:
- Undergraduates must be enrolled in a minimum of six units with CSU Channel Islands.
- Post Baccalaureate Graduates must be enrolled in a minimum of 4 units in graduate level courses with CSU Channel Islands.
- Extended University courses may count toward the 6 unit requirement for Student Assistant employment if the student is enrolled with CSU Channel Islands and enrolled in accredited courses within Extended University.
- Summer bridge appointments may be made if the student is enrolled for the spring semester and will be returning for the fall semester. In the case of a new student, they may be appointed to a bridge appointment if they are admitted for the fall semester following the bridge appointment.
- Upon graduation students may work up to the last official day of the academic term. Students who have graduated during the spring term may work through the Summer Bridge period up until the day before the fall term begins. Students who have graduated in December may work up until the day before the term begins.

Q: How do I find out about Student Assistant jobs available through CSU Channel Islands?
A: On campus and off-campus job postings for students can be viewed on the Career Development Services website at:  [http://www.csuci.edu/careerdevelopment/services/jobsinternships.htm](http://www.csuci.edu/careerdevelopment/services/jobsinternships.htm).

Q: What documents should I bring to Human Resources when I complete the new hire process?
A: You will want to bring the required documentation to establish identity and authorization to work for the Form I-9. A list of acceptable documentation can be found at:  [http://www.csuci.edu/hr/hr_documents/new-student-assistant-letter.pdf](http://www.csuci.edu/hr/hr_documents/new-student-assistant-letter.pdf)

**Please note:** An original Social Security card must be presented at the time of sign-in no matter what documentation you use to fulfill the Form I-9 requirements. Your Social Security card information will be used for Payroll purposes. If you do not have a Social Security card please contact your local Social Security Office to be issued a card or to request a replacement. For Social Security information please visit:  [http://www.ssa.gov/](http://www.ssa.gov/)

Q: What is the Part Time, Seasonal and Temporary (PST) retirement plan?
A: Summer Bridge Student Assistants are automatically enrolled into the Part Time, Seasonal and Temporary (PST) retirement plan administered through Aon Hewitt. Enrollment into this retirement plan is mandatory during the Summer Bridge period. Funds contributed may be withdrawn following 90 days of separation from employment. For additional information regarding the PST retirement plan please visit:  [https://www.savingsplusnow.com/](https://www.savingsplusnow.com/)

Q: As a Student Assistant, if I update my address through my CI Records or Enrollment Services will Human Resources be notified of the change?
A: Human Resources is not notified of any address changes made through my CI Records or Enrollment Services. This change must be done with HR, which will also update information with Enrollment Services. You may do this by completing a Student Payroll Action Request (SPAR) and Personal Data Form (found on this webpage) then returning the originals to Human Resources in Solano Hall, Room 1123.
Q: When are Student Assistants paid?
A: Student Assistants are paid on the 15th of every month. When the 15th falls on a weekend, paychecks will be distributed the Friday preceding the weekend of the 15th. Please Note: Timesheets submitted after the Payroll Calendar published due dates may result in a delay of pay.

Q: How many hours can a Student Assistant work while school is in session?
A: Student Assistants may work up to, but normally not in excess of 20 hours per week in all positions.

Q: How many hours can a Student Assistant work when school is not in session due to semester breaks?
A: Student Assistants may work up to a maximum of 40 hours per week. A schedule may exceed 8 hours a day provided the total for the week does not exceed 40 hours.

Q: Does a Student Assistant receive pay for jury duty?
A: No, jury duty is not compensated.

Q: Who do I contact to have a Student Assistant signed up for Defensive Driver’s Training?
A: Please contact the Environment, Safety, and Risk Management Office at 437-8488.

Q: When should a Student Assistant take a break or lunch?
A: Student working a consecutive four hour shift shall be given a fifteen minute break and at least a 30-minute break for lunch during a 6-hour to 8-hour shift. The time of both breaks should be determined by the supervisor and is typically scheduled towards the middle of the shift. The 15-minute break is paid time; the 30 minute lunch is unpaid time. The 15-minute break cannot be accumulated for lunch and cannot alter the normal work schedule.