

CHRS RECRUITING

Initiating a Student Assistant and Instructional Student Assistant Job Card

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Before You Start

Before you begin your work on the Job Card, please make sure you have the following information ready.

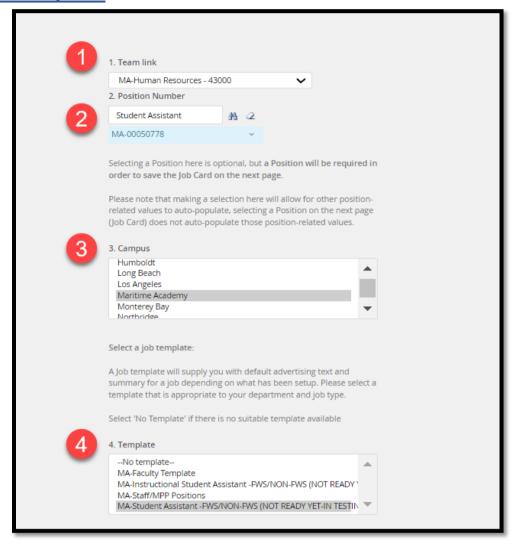
- Position Description for the Student Assistant position recruitment. You will need this to fill out the Job Card.
- ➤ Position Number: Please contact Employment Services regarding the position number for this recruitment.
- For replacement positions, confirm the position number is active.
- For new positions, ask that a position number be created in PeopleSoft. Please contact the Employment Services for a new position number. Position numbers updated/created will take a day to populate in CHRS Recruiting.
- > Job Approval names.

Open a Job



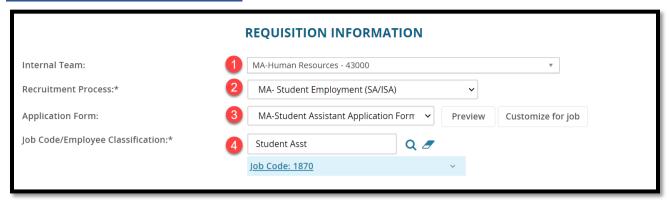
#	FIELD	INFORMATION
1	Jobs	Click the Jobs tab from the top blue banner.
2	New Job	Click New Job to open the Select a Template window. (You can also click the hamburger button at the top left and
		select New Job from the drop-down list.)

Select a Template

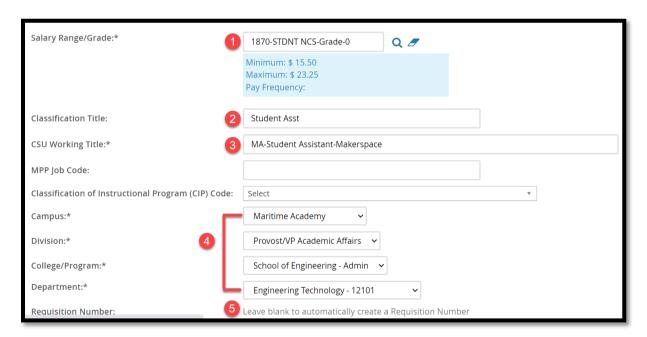


#	FIELD	INFORMATION
1	Team Link	Team Link defaults to the team of the user initiating the job.
		Select the most appropriate position number (this can be changed
2	Position Number	later). This number will fill some of the Job Card fields on the next
		page.
3	Campus	Select Maritime Academy
4	Template	Select the appropriate template for your job (MUST have Maritime
		MA- prefix)

Requisition Information



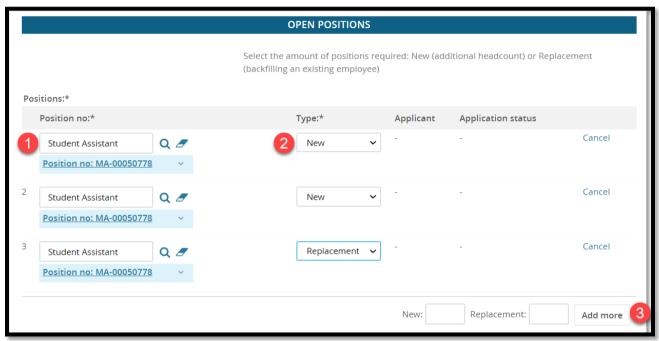
#	FIELD	INFORMATION
		The internal team determines who has access to this job and its
1	Internal Team	applicants. This field defaults to the team of the initiator of the
		job. It is not typically necessary to change this field.
2	Recruitment	Select the applicable recruitment process (MA-Student
	Process*	Employment SA/ISA).
		Select the application form that applicants will see when they
3	Form	apply for this position (MA-Student Assistant Application Form or
		MA-Instructional Student Assistant Form)
	Job	
4	Code/Employee	Defaults from position number entered.
	Classification*	



#	FIELD	INFORMATION
1	Salary Range/	Defaults from position number entered. The range indicated is a
1	Grade*	system-wide range.
2	Classification	Defaults from position number entered. Leave what is defaulted
	Title	or leave blank.

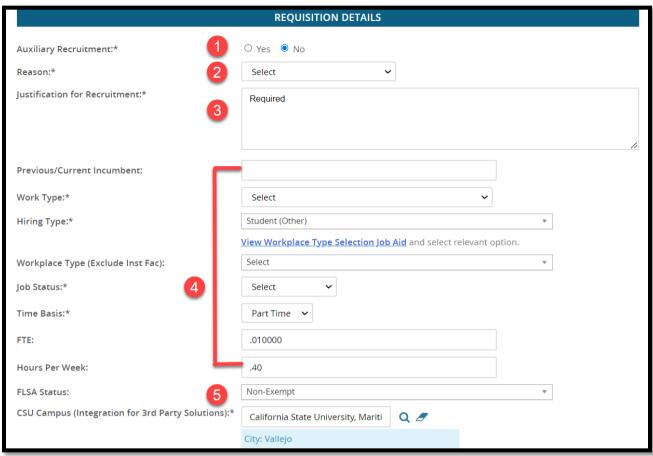
	3	CSU Working Title*	This is the title that is displayed on the job posting. Defaults from position number entered. Change to show specific working title. Please always add MA-Example: MA-Student Assistant-
			Makerspace
		Campus, Division,	Should populate based on position number entered. If not, choose
	4	College/Program,	Maritime and then the division, college, and department of the
	Department*	search.	
-		Requisition	Leave this field blank. A requisition number is generated
	5	•	
		Number	automatically.

Open Positions



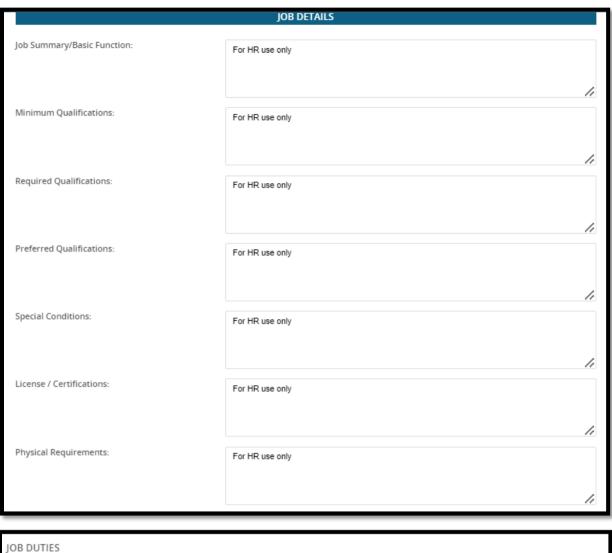
#	FIELD	INFORMATION
1	Position Number*	This field was completed when you selected the position number on the Select a Template page. If you did not select a position number on the template page, you are required to select one here. Use the magnifying glass to search for the most accurate position number. Be sure to only use position numbers with the MA- prefix. If this is a new position and you do not have a position number, please connect with Employment Services
2	Type*	Choose New or Replacement from the drop-down menu.
3	Add More	In order to add more position number, add the number on the New or Replacement box and then click Add More. Reminder: You need to type MA-Position Number# and hit tab.

Requisition Details



#	FIELD	INFORMATION
1	Auxiliary Recruitment*	Select No .
2	Reason*	Select a reason for the requisition from the menu.
3	Justification for Position*	Please add the justification for the replacement recruitments here.
4	Remaining Requisition Details Fields*	These fields should populate automatically based on the position number. If not, fill in as shown above or as appropriate for your job. Previous/Current Incumbent: Leave it blank. Work Type*: Student Assistant/ Student Assistant Federal Work Study/ Instructional Student Assistant, Instructional Student Assistant Federal Work Study. Hiring Type*: Student (Other) Workplace Type (Exclude Inst Fac): Leave it blank. Job Status*: Temporary Time Basis*: Part-Time FTE: .010000 Hours Per Week: .40
5	FLSA Status	Choose proper FLSA Status as determined on the Position Description (EX = Exempt, NE = Non-Exempt). SA and ISA are Non-Exempt

Job Details





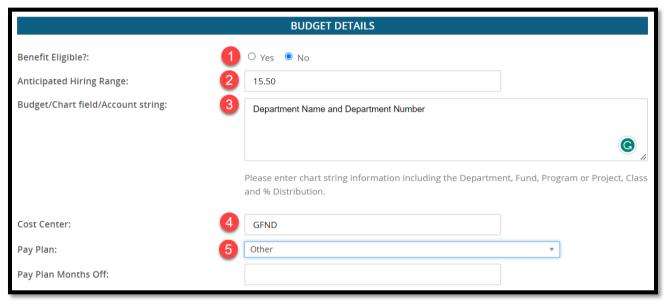
The Job Details section can be left as is. Information needs to be entered into the **Advertisement Text Section** Supervises Employees for SA and ISA positions is always **No.**

Position Designation



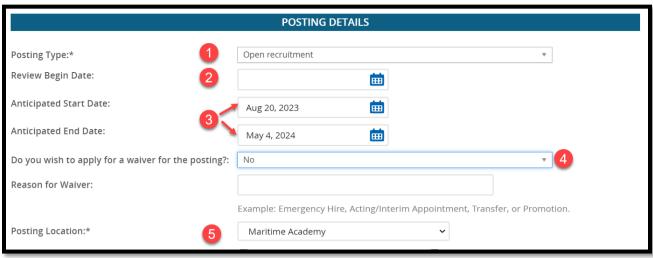
#	FIELD	INFORMATION
	Mandated	Refer to Child Abuse and Neglect Reporting Act (CANRA)-CSUM
1	Reporter*	Page for guidance on selecting proper Mandated Reporter status
	перопе	for this position
,	2 Conflict of	None
	Interest*	None

Budget Details



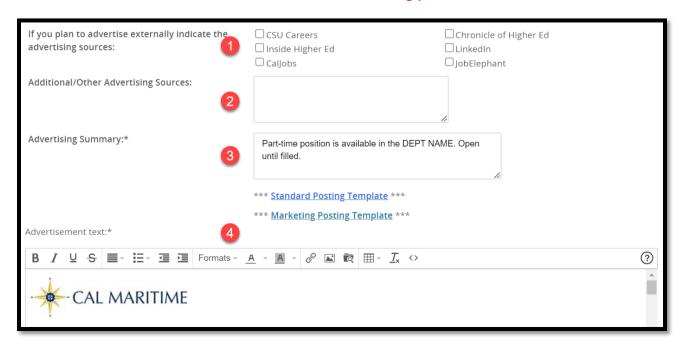
#	FIELD	INFORMATION
1	Benefit Eligible	No
		Student Assistant: Minimum: \$16.00; Maximum: \$24.00
2	Anticipated	Instructional Student Assistant: Minimum: \$16.20; Maximum:
	Hiring Range	\$21.62 (Info could change. Please always refer to the salary
		schedule)
	Budget/ Chart	
3	Field/ Account	Department Name and Department Number
	String	
4	Cost Center	Most SA and ISA are GFND. If you're unsure what to put, please
4	4 Cost Center	contact Employment Services for help.
5	Pay Plan	Select "Other"

Posting Details



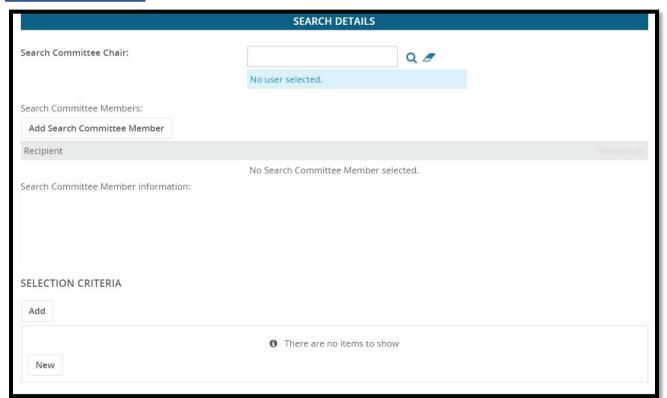
#	FIELD	INFORMATION
		Indicates what type of posting will be required. Student Assistant
1	Posting Type*	and Instructional Student Assistant positions are normally open
		recruitments.
2	Review Begin	Click on the calendar to select the initial review date.
	Date	Click on the calendar to select the initial review date.
	Anticipated	Click on the calendar to select the start date. Typically, most SA
3	Start Date and	and ISA hires begin during the start of the Academic Year and end
3	Anticipated End	during the last day of the Academic Year. Please refer to the
	Date	Academic Calendar Page.
4	Waiver	No
E	Posting	Specify the campus site where this job should be posted. Make
5	Location*	sure to select Maritime .

* The only required box in this section is the Posting Type and Posting Location. HR can update the rest of the fields accordingly.



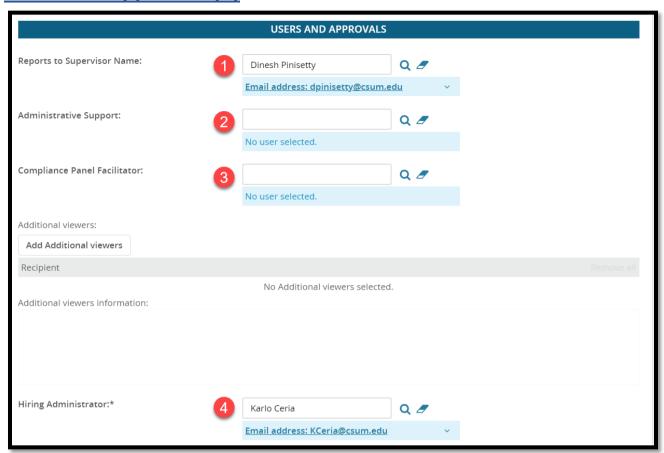
#	FIELD	INFORMATION
1	External Advertising Sources	Do not check the boxes. Once HR posts the recruitment, the position will be posted on our Employment Opportunities page.
2	Additional/ Other Advertising Sources	Leave it blank
3	Advertising Summary*	Use this field to provide a high-level summary of the position. This summary will appear under the posting title on the Careers page. It might be helpful to pull this verbiage from the Position Summary on the approved PD. 500-character limit.
4	Advertising Text*	Enter the advertising text the way it should be presented in the job posting. Use the built in template and do not alter any of the non-highlighted text provided. NOTE: This is the only field that feeds the vacancy. There will be no other information included in the vacancy announcement other than what is entered in this text box. See Appendix A for the full template provided for Student Assistant and Instructional Student Assistant.

Search Details



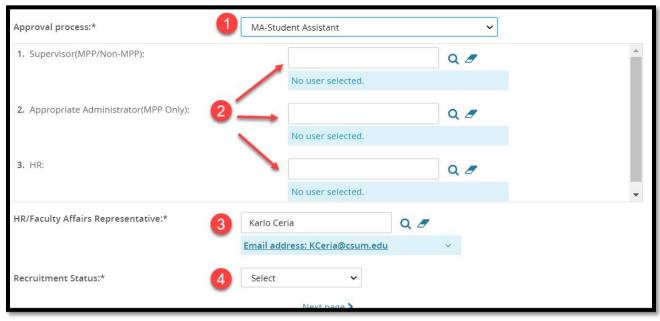
Student Assistant and Instructional Student Assistant doesn't need a Search Committee Team However, the supervisor in charge would be the search committee chair.

Users and Approvals (1)



#	FIELD	INFORMATION
1	Reports to	This field should auto populate based on position number entered. If it does not, search and add the direct supervisor.
	Supervisor	
	Name	
2	Administrative	Use this field to identify additional users who will need to access
	Support	the job card and applicants for administrative purposes.
3	Compliance	Leave blank
	Panel Facilitator	
4	Hiring Administrator*	Department Administrative Coordinator. This is typically the
		person initiating the Job Card and who will move the applicants
		through the recruitment steps.

Users and Approvals (2)

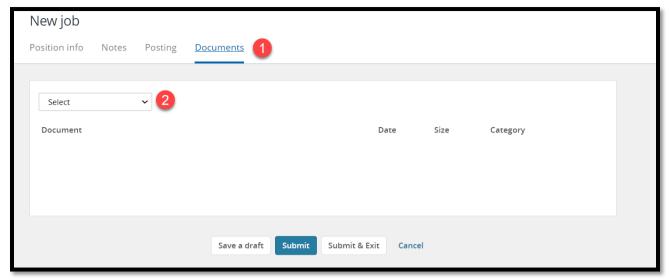


#	FIELD	INFORMATION
1	Approval Process*	Approval processes have been configured by your campus
		administrators. Select MA-Student Assistant or MA-Instructional
		Student Assistant.
	Approvers	Enter approvers as indicated:
		MA-Student Assistant
		 Supervisor (MPP or Non-MPP): For this recruitment
		2) Appropriate Administrator (MPP Only): Of your
		department
		3) HR: (Zelda Calipes, Karlo Ceria, Andrea Zamora-Blair,
		Francesca Ruggeri)
2		MA-Instructional Student Assistant
		1) Manager/Department Chair: For this recruitment- MPP
		or Non-MPP)
		2) Administrator/ Academic Dean: MPP Only
		3) HR: (Zelda Calipes, Karlo Ceria, Andrea Zamora-Blair,
		Francesca Ruggeri)
		If you do not know who to enter into 1, 2, or 3, please work with
		your supervisor to identify the appropriate employees.
	HR/ Faculty	Enter Francesca Ruggeri
3	Affairs Rep*	
	Recruitment Status*	Indicates the current status of the Requisition: 'Draft' = Not ready
4		for approval 'Pending Approval' = Requisition has been submitted.
		You can save a requisition as a draft.

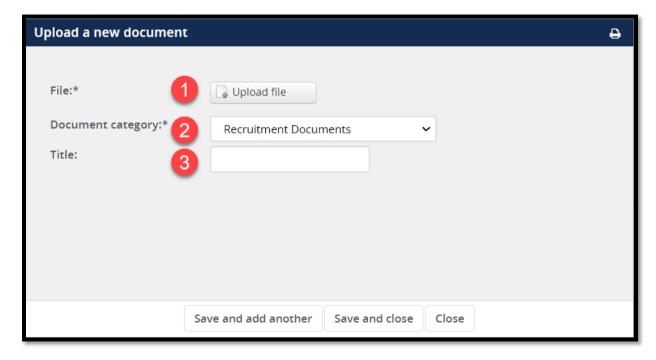
If you place the recruitment to 'Draft', please note that you will have to enter the approval process and the names of the approver back. Draft doesn't save the 'Approval Process'.

Documents

Before filling in the requisition information you will need to upload the position description and other documents on this tab.



#	FIELD	INFORMATION
1	Documents	Click the Documents tab before adding requisition information.
2	Drop down	Select Document from a file to open the Upload a new document
	menu	window (below).



#	FIELD	INFORMATION
1	File*	Click Upload file to choose the file you want to upload.
2	Document Category*	Select Position Description for the Position Description (PD).
		Select Interview Questions and Evaluation when uploading the
		interview questions.
3	Title	Title the document appropriately.
		Click Save and close , and return to the Position Info tab.

Appendix A: Job Posting Template

Student Assistant



Working Title:

Classification Title: Student Assistant-FWS/ Non-FWS

Department Name:

Time Base: Part-time

Hours to be Worked: Up to 20 hours per week

Supervisor's Name:

Pay Plan: Hourly

Bargaining Unit: Excluded (E99)

Employment Type: Temporary

Pay Level and Pay Rate:

Level:

Hourly Rate:

Application Deadline: Open until filled, unless there is a specific close date.

Job Summary:

About the California State University Maritime Academy:

Established in 1929, California State University Maritime Academy, a campus of the California State University, is the only degree-granting maritime academy on the West Coast. Located on the scenic Vallejo waterfront, the campus serves a student population of approximately 1000 undergraduates and 50 graduate students.

Cal Maritime offers seven baccalaureate degrees in Business Administration, Global Studies and Maritime Affairs, Facilities Engineering Technology, Marine Engineering Technology, Mechanical Engineering, Marine Transportation, and Oceanography. The undergraduate curriculum includes licensing programs for future merchant marine, coast guard, and naval reserve officers. Cal Maritime also offers a Master of Science in Transportation and Engineering Management degree, as well as a number of extended learning programs and courses.

Job Duties:

Required Qualifications:

Preferred Qualifications:

A student worker is exempt from the requirement for a background check, unless being considered for a position in which a background check is required by law or accessing Level I data, per the CSU Information Security policy, (i.e., ICSUAM 8030). Delete this statement if it is not a requirement for your department's position.

Background Check: Satisfactory completion of a background check (including a criminal records check, **DMV records check, and fingerprinting**) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position.

This statement is required if a Student Assistant is hired in the following departments: Athletics, Human Resources, Housing, Police Department and SEAS. **Delete this statement if it is not a requirement for your department's position.**

Mandated Reporter: The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 revised July 21, 2017, as a condition of employment.

Required on all job announcements. **Delete this statement**. (Eligibility, Title IX, EEO Statement, Application Procedure, and Disclaimer are required for all postings.

Eligibility to Work: Applicants must provide proof of U.S. citizenship or authorization to work in the United States within three days of the date of hire.

Title IX: Please view the Notice of Non-Discrimination on the Basis of Gender or Sex and Contact Information for Title IX Coordinator at: https://www2.calstate.edu/titleix

EEO Statement: Cal Maritime is an Equal Opportunity, Affirmative Action Employer. The university subscribes to all state and federal regulations and prohibits discrimination based on race, color, religion, national origin, sex, gender identity/gender expression, sexual orientation, marital status, pregnancy, age, disability, genetic information, medical condition, covered veteran status, or any other protected status. Reasonable Accommodations will be provided to applicants with qualifying disabilities who self-disclose by contacting the Benefits Coordinator at (707) 654-1146.

Application Procedure: Click "APPLY NOW" to complete the Cal Maritime Online Employment Application and attach the following documents: cover letter and resume.

Disclaimer: The provisions of this job bulletin do not constitute an expressed or implied contract and any provisions contained may be modified or changed.

Instructional Student Assistant



Working Title:

Classification Title: Instructional Student Assistant-FWS/ Non-FWS

Department Name:

Time Base: Part-time

Hours to be Worked: Up to 20 hours per week

Supervisor's Name:

Pay Plan: Hourly

Bargaining Unit: The Union of Academic Student Workers (UAW) R11

Employment Type: Temporary

Salary Range

• CSU Salary Range: \$16.20 -\$21.62 per hour.

Pay Rate:

Hourly Rate:

Application Deadline: Open until filled, unless there is a specific close date.

Job Summary:

About the California State University Maritime Academy:

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