CHRS RECRUITING

Initiating a Student Assistant and Instructional Student Assistant Job Card

Contents

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.
2	Position Number	Select the most appropriate **position number** (this can be changed 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

REQUISITION INFORMATION

Internal Team:	① MA-Human Resources - 43000
Recruitment Process:*	② MA- Student Employment (SA/ISA)
Application Form:	③ MA-Student Assistant Application Form Preview Customize for job
Job Code/Employee Classification:*	④ Student Asst
	Job Code: 1870

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

Salary Range/Grade:*	① 1870-STDNT NCS-Grade-0
	Minimum: $ 15.50 Maximum: $ 23.25 Pay Frequency:
Classification Title:	② Student Asst
CSU Working Title:*	③ MA-Student Assistant-Makerspace
MPP Job Code:	
Classification of Instructional Program (CIP) Code:	Select
Campus:*	Maritime Academy
Division:*	④ Provost/VP Academic Affairs
College/Program:*	School of Engineering - Admin
Department:*	Engineering Technology - 12101
Requisition Number:	⑤ Leave blank to automatically create a Requisition Number

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

#		INFORMATION
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
4	Campus, Division, College/Program, Department*	Should populate based on position number entered. If not, choose **Maritime** and then the **division**, **college**, and **department** of the search.
5	Requisition Number	Leave this field blank. A **requisition number** is generated 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

JOB DETAILS	
Job Summary/Basic Function:	For HR use only
Minimum Qualifications:	For HR use only
Required Qualifications:	For HR use only
Preferred Qualifications:	For HR use only
Special Conditions:	For HR use only
License / Certifications:	For HR use only
Physical Requirements:	For HR use only

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
	❶ There are no items to show	

New

Supervises Employees:*   ○ Yes   ○ No

If position supervises other employees; list position titles:

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

Budget Details

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

Posting Details

#	FIELD	INFORMATION
1	**Posting Type***	Indicates what type of posting will be required. Student Assistant and Instructional Student Assistant positions are normally open recruitments.
2	**Review Begin Date**	Click on the calendar to select the initial review date.
3	**Anticipated Start Date and Anticipated End Date**	Click on the calendar to select the start date. Typically, most SA and ISA hires begin during the start of the Academic Year and end during the last day of the Academic Year. Please refer to the [Academic Calendar](#) Page.
4	**Waiver**	No
5	**Posting Location***	Specify the campus site where this job should be posted. Make 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 Supervisor Name	This field should auto populate based on position number entered. If it does not, search and add the direct supervisor.
2	Administrative Support	Use this field to identify additional users who will need to access the job card and applicants for administrative purposes.
3	Compliance Panel Facilitator	Leave blank
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**.
2	**Approvers**	Enter approvers as indicated: ==**MA-Student Assistant**== 1) **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) ==**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.**
3	**HR/ Faculty Affairs Rep***	Enter **Francesca Ruggeri**
4	**Recruitment Status***	Indicates the current status of the Requisition: 'Draft' = Not ready 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 menu**	Select **Document from a file** to open the Upload a new document 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, <mark>unless there is a specific close date.</mark>

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:

<mark>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.**</mark>

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.

<mark>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.**</mark>

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.

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

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

CAL MARITIME

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:

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Job Duties:

Required Qualifications:

Preferred Qualifications:

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