Frequently Asked Questions

Q: When are Student Assistants paid?
A: Student Assistants are paid on the 12th of every month. If pay day falls on a Saturday, the pay warrant can be picked up on Friday. If the pay day falls on a Sunday, the pay warrant will be available for pick up on Monday.

Q: How many hours can a Student Assistant work while school is in session?
A: Student Assistants can work up to 20/hr. per week in all positions.

Q: What documents do I need to bring to Human Resources to get hired?
A: The I-9 (Employment Verification Form) has a list of acceptable documents: https://www.csum.edu/c/document_library/get_file?uuid=e41b7c29-68ef-4942-a578-6b9ff3be3885&groupid=4202574&filename=i-9.pdf
Please note: An original Social Security card will be required at time of signing all hiring paperwork no matter the documentation used to fulfill the I-9 Form requirements. Your Social Security card will be used for Payroll purposes.

Q: What is Federal Work Study?
A: Federal Work-Study (FWS) is one of six major federal student financial aid programs authorized under Title IV of the Higher Education Act. It is designed to provide part-time employment to students who have established financial need according to federal guidelines. The primary goal of the Federal Work-Study Program is to provide students with the opportunity to gain work experience and offset some of their educational costs.

Q: Who can I contact for additional questions?
A1: For questions related to Federal Work Study please contact Financial Aid at X1287.
A2: For questions related to Student Employment please contact Andrea Zamora-Blair, Human Resources & Student Employment Analyst at x1137.

For detailed information regarding the hiring process please refer to the Student Assistant Guide or the Hiring Manager Guidelines.