



HUMAN RESOURCES  
MANAGEMENT

## Student Assistant Position Description

A Student Assistant is a temporary, part-time worker who is currently enrolled in, at minimum, a half-time credit load with the primary goal of achieving a degree. A Student Assistant – Non Citizen Status is a temporary, part-time worker who must be currently enrolled as a full-time student. Student Assistants are intended to supplement operational needs. While some duties may overlap with staff employees, the majority of duties should be separate and distinct. Work hours are flexible to accommodate the academic program of the student.

<b>Position Title:</b>	<b>Position Number:</b>
<b>Classification:</b>	<b>Department/School:</b>
<b>Division:</b>	<b>Supervisor Name:</b>

**Definition of the Position:** Briefly describe the purpose of the position

### Conditions of Employment:

**Mandated Reporter:** The person holding this position may be 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.

**Background Check:** Student workers must have background checks if they will have duties that would require a background check by law. (Ex. Has access to Level 1 data).

**Fingerprints:** Fingerprinting is required for all employees who have direct contact with minor children in a recreational program or a camp operated by the CSU or on CSU property.

**Driver's License:** This position requires possession of a valid Driver's License. Please describe the duties that require the employee to drive a vehicle/cart. \_\_\_\_\_

**Work Environment:** Indicate the type(s) of environmental factors which are essential to the position activities

- |                                     |   |   |  |   |                                  |
|-------------------------------------|---|---|--|---|----------------------------------|
| <input type="checkbox"/> Office     | <input type="checkbox"/> Confined Space | <input type="checkbox"/> High/Low Temps     | <input type="checkbox"/> Hazardous Materials | <input type="checkbox"/> Machinery/Moving Equip | <input type="checkbox"/> Heights |
| <input type="checkbox"/> Laboratory | <input type="checkbox"/> Humidity       | <input type="checkbox"/> Electric Power     | <input type="checkbox"/> Outdoors & Inside   | <input type="checkbox"/> Constant Noise         |                                  |
| <input type="checkbox"/> Shop       | <input type="checkbox"/> Dusty          | <input type="checkbox"/> Intermittent Noise | <input type="checkbox"/> Odors               | <input type="checkbox"/> Vehicles/Carts*        |                                  |

\* If the student is required to drive a vehicle or cart please contact the Office of Risk Management/Environmental Health and Occupational Safety x 2895.

Student Name

ID#

Student Signature