

## Student Assistant Hiring Process

The Student Assistant series gives campus departments the option to hire students for various types of jobs on an hourly basis. The Student Assistant titles are reserved exclusively for UC students (undergrad or grad) who are registered for the current academic semester or in the grace period before or after academic registration (grace period defined as semester or summer, whichever is before or after the period of registration). The Student Assistant series has three available titles and salary ranges:

Student Assistant II (4921U)	Hourly Range: \$16.07- \$20.00
Student Assistant III (4920U)	Hourly Range: \$16.07 - \$25.00
Student Assistant IV (4919U)	Hourly Range: \$17.00 - \$36.00

If you would like to hire a student there are forms to complete based on your needs.

**The Student Assistant Recruitment Request** form should be completed if you need to conduct a recruitment for your open student assistant position to find qualified candidates.

**The Waiver of Recruitment for Student Assistant** form should be completed when a student has already been identified for your open position and no recruitment is needed to find an eligible candidate(s).

### Process for Student Assistant Recruitment Request

Step	Owner	Process
1	Supervisor or Hiring Authority	<ul style="list-style-type: none"> <li>● Determines they would like to hire a student assistant and would like to recruit to find the most qualified student candidate.</li> <li>● Completes the Student Assistant Recruitment Form</li> <li>● Sends form to fund manager to verify funding and sign off on form</li> </ul> <p>-See <a href="https://cfo.berkeley.edu/about-us/financial-planning-analysis/central-resource-management/composite-benefit-rates-cbr">https://cfo.berkeley.edu/about-us/financial-planning-analysis/central-resource-management/composite-benefit-rates-cbr</a> for CBR information</p> <p>-Note - Cost Share funding cannot be used for Work Study students</p> <ul style="list-style-type: none"> <li>● Submits the completed document to <a href="mailto:ersostudenthiring@erso.berkeley.edu">ersostudenthiring@erso.berkeley.edu</a></li> </ul>
2	HR Operations	<ul style="list-style-type: none"> <li>● Reviews job description and contacts supervisor if more information is needed</li> <li>● Posts job to the selected website(s) (either Handshake and/or workstudy) and emails supervisor when job is posted along with requisition number for the posting</li> </ul>
3	Supervisor	<ul style="list-style-type: none"> <li>● Connects with HR if help is needed with recruitment</li> <li>● Sends an email to <a href="mailto:ersostudenthiring@erso.berkeley.edu">ersostudenthiring@erso.berkeley.edu</a> when final candidate is chosen along with candidate's CV</li> </ul>
4	HR Operations	<ul style="list-style-type: none"> <li>● Contacts student to come in to complete hiring paperwork, if needed</li> <li>● Sends supervisor and student assistant email confirming hire</li> </ul>

**Process for Waiver of Recruitment for Student Assistant**

Step	Owner	Process
1	Supervisor or Hiring Authority	<ul style="list-style-type: none"> <li>● Determines they would like to hire a student assistant and has already identified the most qualified student candidate.</li> <li>● Completes the Waiver of Recruitment for Student Assistant Form</li> <li>● Sends form to fund manager to verify funding and sign off on form See <a href="https://cfo.berkeley.edu/about-us/financial-planning-analysis/central-resource-management/composite-benefit-rates-cbr">https://cfo.berkeley.edu/about-us/financial-planning-analysis/central-resource-management/composite-benefit-rates-cbr</a> for CBR information Note - Cost Share funding cannot be used for Work Study students</li> <li>● Submits the completed document and CV to <a href="mailto:ersostudenthiring@erso.berkeley.edu">ersostudenthiring@erso.berkeley.edu</a></li> </ul>
2	HR Operations	<ul style="list-style-type: none"> <li>● Reviews the waiver request and contacts supervisor if more information is needed</li> <li>● <b>FOR WORKSTUDY ONLY:</b> Posts job to the workstudy website if the final candidate is a workstudy student and notifies supervisor/hiring authority when the student is referred to the job</li> </ul>
3	HR Operations	<ul style="list-style-type: none"> <li>● Contacts student to come in to complete hiring paperwork, if needed</li> <li>● Sends supervisor and student assistant email confirming hire</li> <li>● The end date of the appointment will be the end of the month for the last month worked</li> </ul>

form updated 6/25/2020