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: $16.99- $21.00
Student Assistant III (4920U)	Hourly Range: $16.99 - $26.00
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 module should be completed if you need to conduct a recruitment for your open student assistant position to find qualified candidates.
The Student Assistant Hiring Request module should be completed if conducted a recruitment and now have identified someone to hire
The Student Assistant Waiver of Recruitment module 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).

You can start all Student Assistant hiring requests here under "Request to Hire":
https://www.erso.berkeley.edu/ersoapp/hr_services

A Quick Guide for these modules is available here:
https://docs.google.com/document/d/1kOjaxT2d1HnDaScZkyQCqjwXnYVNmkcLk-XY-FPi5uo/edit?usp=sharing

Process for Student Assistant Recruitment Request

Step	Owner	Process
1	Supervisor or Hiring Authority	• Determines they would like to hire a student assistant and would like to recruit to find the most qualified student candidate. • Completes the Student Assistant Recruitment request via the ERSO Intranet • The salary range provided for the posting must encompass the hourly rate that is requested when a candidate is selected • Notifies fund manager so they are aware of the hiring plans • See https://cfo.berkeley.edu/about-us/financial-planning-analysis/centralresource-management/composite-benefit-rates-cbr for CBR information • Note - Cost Share funding cannot be used for Work Study students

Step	Owner	Process
2	ERSO Student Hiring Team	• Reviews job description and contacts supervisor if more information is needed • Posts job to the selected website(s) (either Handshake and/or work study) • Notifies requestor when job is posted
3	Supervisor or Hiring Authority	• Reviews applicants, makes an offer and then submits a Student Assistant Hiring request (instructions below) • The student may not begin working prior to completing onboarding with ERSO

Process for Student Assistant Hire Request

Step	Owner	Process
1	Supervisor or Hiring Authority	• Determines they would like to hire a student assistant that was selected via a student recruitment (instructions above) • Completes the Student Assistant Hire request via the ERSO Intranet • The hourly rate requested must be within the salary range that was provided on the job posting • Obtains confirmation of funding from the fund manager • See https://cfo.berkeley.edu/about-us/financial-planning-analysis/centralresource-management/composite-benefit-rates-cbr for CBR information • Note - Cost Share funding cannot be used for Work Study students
2	ERSO Student Hiring Team	• Determines if the student needs to complete onboarding • If so, sends onboarding instructions • Sends a welcome email to the student once their appointment is active in UC Path and copies the requestor **FOR WORKSTUDY ONLY**: • If the hire will utilize Work Study ERSO will refer them in the Work Study System and the funding will be applied starting the following pay period.
3	Supervisor or Hiring Authority	• Monitors the status of the request via the ERSO Intranet • Does not let the student begin working prior to completing onboarding with ERSO

Process for Student Assistant Waiver of Recruitment Request

Step	Owner	Process
1	Supervisor or Hiring Authority	• Determines they would like to hire a student assistant and has already identified the most qualified student candidate (no recruitment needed) • Completes the Student Assistant Waiver request via the ERSO Intranet • Obtains confirmation of funding from the fund manager • See https://cfo.berkeley.edu/about-us/financial-planning-analysis/centralresource-management/composite-benefit-rates-cbr for CBR information • Note - Cost Share funding cannot be used for Work Study students
2	ERSO Student Hiring Team	• Determines if the student needs to complete onboarding • If so, sends onboarding instructions • Sends a welcome email to the student once their appointment is active in UC Path and copies the requestor **FOR WORKSTUDY ONLY**: • If the hire will utilize Work Study ERSO will refer them in the Work Study System and the funding will be applied starting the following pay period.
3	Supervisor or Hiring Authority	• Monitors the status of the request via the ERSO Intranet • Does not let the student begin working prior to completing onboarding with ERSO