

Applying for Student Assistant Jobs on Campus

Workshop



CAREER CENTER

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Types of Student Jobs on Campus

- **Student assistant** – Performs clerical, technical, custodial, laborer or other work duties. **Career Center coordinates.**
- **Instructional student assistant** – Performs teaching, grading exams, recording grades or tutoring duties. **Career Center coordinates.**
- **Federal Work–Study** – Works in positions under the Work–Study Program as determined and coordinated by the Financial Aid Office.
- **Graduate Assistant** – Assists faculty or teaching staff with professional and technical duties associated with the subject or program in which the graduate is doing work. Human Resource Management coordinates.
- **Teaching Associate** – Provides graduate students doing practical teaching in the field related to their study. Assignments are primarily involved with class and lab instruction. Human Resource Management coordinates.

Eligibility for Student Assistants & Instructional Student Assistants

- Currently enrolled in, at minimum, a half-time units with the primary goal of achieving a degree.
 - Students with either a J-1 or F-1 visa must be currently enrolled as a full-time students.
- Half-time units:
 - Undergraduate: 6 units
 - Graduate/doctoral students: 4 units (0 units for enrollment in thesis, project or comp exams at the 5000 course level)

Accessing Student Assistant Job Postings part one

- All student assistant jobs are posted on **Cal State LA Handshake**, the Career Development Center's online job search platform.
- To get connected to the correct school, you must go to: calstatela.joinhandshake.com
 - Click "**Sign up for an Account**", then
 - Click "**Student/Alumni.**"
- **Fill in** your personal information.
- **Use your Cal State LA email** in order to be automatically approved.

Accessing Student Assistant Job Postings part two

- Read **Terms of Service and Privacy Policy**, and check the box to agree.
- Click **“Create Account.”**
- You will receive an email and to confirm your registration, **click on the link**. (If you do not see a confirmation email, check your spam and junk mail.)
- Once you confirm your registration, **complete your Handshake profile**. (Please note: Employers can screen applications based on an applicant’s Handshake profile. Be sure to include your major, school year or anticipated graduation date, and other relevant information.)

Searching for Student Assistant Jobs

- **In your Handshake account**, click on the link “**Jobs**”, then click “**On-Campus.**”
- Narrow your search by the “Date Posted” to locate the most recently posted positions.
- Keep your search specific to your experience (e.g., customer service, data entry, social media, clerical, computing, video, design).
- Review the “**Employer Preferences**” on each job posting to see if you match their criteria. (Note: If the job title has the code “FWS” or the employer preference is “Work Study,” applicants must receive Federal Student Aid and be eligible for Federal Work–Study.)
- Select the jobs that fit you best; not all jobs require that your major match the job position.

Applying for Student Assistant Jobs part one

- **You must submit a completed Student Employment Application for each job position you seek.**
- Go to the Career Center [website for Jobs on Campus](#).
 - Click on “**Student Employees**,” then click on “**Job Application**”
 - Open and complete the application, describing past accomplishments so they relate to the duties of the job you seek.
 - Save the completed application onto your computer by its job title and your name.
- **Return to the job posting in Handshake, click “Apply,” then “Upload New” and follow the prompts to select your completed application and “Submit Application.”**
- If the job requires a résumé and/or cover letter, write specifically for each job, then click “**Upload New**” for these and for application.
 - To write an effective résumé and cover letter, consult the Career Center [website on Résumé and Cover Letters](#).
 - Use **OptimalResume** to locate and use a résumé template that suits you. (Tip: OptimalResume templates are already formatted with standard alignments and design.)

Applying for Student Assistant Jobs part two

- **Check the status of your application in your Handshake account by clicking on “Jobs” and then “Applications.”**
- The status will be given as:
 - Pending: Employer has not reviewed application
 - Reviewed: Employer has viewed application
 - Declined: Not hired
 - Hired: Got the job
- After reasonable time (approximately two to three weeks) you may want to email the department listed on the job posting to follow up on your application status. (Tip: Employers are busy with other tasks so it is not recommended to follow up in person or by phone.)

Mistakes to Avoid

- Using one standard application and résumé without customizing it to the specific job position and department.
- Not referencing the job title in your materials.
- Not submitting a completed Student Employment Application.
- Having an incomplete profile or less than favorable online presence.
- Emailing employers without addressing the specific department and how your specific qualifications meet those required of the position.

Interviewing for the Job

- To effectively interview for a job and write a follow-up thank you letter, consult the Career Center [website for Interview Skills](#).
 - Use **Big Interview** to practice interviewing in real time with your webcam. (Note: Use the instructions provided to register for these free online tools.)
- You can also attend the in-person career workshops listed on the calendar under “**Events**” in your Handshake account.
- After preparing by using the above resources, career advisors can further assist through drop-in advising and individual appointments scheduled by phone or in person with the [Career Center](#).

Before Starting Work

- **Before you begin working, you must complete hiring paperwork.**
 - Before you can begin working, our office needs to clear your I-9 documents and issue an Authorization to Work.
 - If your position is not Federal Work–Study “FWS,” you will complete your hiring paperwork through the Student Employment Office in the Career Center.
 - **You are responsible for following the steps outlined below.** We will issue an Authorization to Work once we've reviewed the necessary documents.
- **Live Scan (Background check)**
 - Required for duties that require a background check. For example:
 - Positions with access to Level 1 confidential data (e.g., bank information, credit card information, medical records, state or national identifications)
 - Positions with direct contact with minor children
 - Positions with access to stored criminal records
 - Positions with access to patients, drugs or medication

Before Starting Work

- COVID-19 Training (online) is required before coming to campus
- Hiring documents with the Career Center
 - I-9 Documents (e.g. Social Security card and picture ID, or U.S. passport)
 - Employment Authorization Document (EAD) is cleared with Human Resources
 - F-1 or J-1 status
 - Must obtain On-Campus Employment Verification & Supporting Letter from International Student Advisor
 - Must obtain and present a Social Security receipt to the Career Center
 - Must cleared the above documents including Foreign Passport, I-20 and I-94 to Human Resources
 - Must complete the below items & present Social Security Number to the Career Center
 - Student Payroll Action Request (SPAR)
 - Student Employee Personal Data Form
 - Statement Concerning Your Employment in a Job Not Covered by Social Security (SSA-1945)
 - *Academic Student Employee Union Deduction Authorization Form – only for Instructional Student Assistants
- **Once you've completed the required above hiring paperwork, you will receive an Authorization to Work form, which will allow you to being work.**

Being Successful on the Job

- Work habits for the job:
 - Always show up on time. (Note: Positions are flexible in that you are able to develop a new work schedule each term based on your academic schedule. Be sure to schedule time for travel so that you arrive on time for work.)
 - Be ready and willing to learn new things.
 - When a task is completed, ask for a new one.
 - Do not do things unrelated to your position (personal e-mail, social media, personal texting, etc.). (Note: University equipment (including telephones, computers, printers, fax machines, copiers, supplies, etc.) should be used only for official University business.)
 - Casual business clothing is recommended for most positions on campus.
 - Always maintain professionalism in your behavior and conversations.
- Remember: Your supervisor and colleagues may be future contacts for employment verifications or letters of recommendations. Your work style may be reflected in these recommendations so be sure to set the example you wish to have shared with future employers.

Checking the Key Points part one

(answers on last slide)

1. To register for Cal State LA Handshake you must go to (choose one):
 - a) calstatela.joinhandshake.com
 - b) handshake.com

2. The blank campus Student Employment Application is found at (choose one):
 - a) Each job posting
 - b) Your Cal State LA Handshake account
 - c) The Career Center's website under "Jobs on Campus"

Checking the Key Points part two

(answers on last slide)

3. Completed Student Employment Applications are submitted to (choose one):
 - a) The Career Center's Student Employment Office
 - b) Each job posting through Cal State LA Handshake
 - c) The department that posted the job

4. The Career Center's information on résumés and interviews is available through (choose the one or more best answer):
 - a) Online programs on the Career Center's website
 - b) Career workshops listed on the Cal State LA Handshake calendar
 - c) All of the above

Checking the Key Points

Answers:

- 1. A** – You must use the Cal State LA Handshake link (calstatela.joinhandshake.com) and your Cal State LA email in order to be automatically approved.
- 2. C** – All student assistant job postings require a Student Employment Application, which is located on the Career Center’s webpage under “Jobs on Campus.”
- 3. B** – Completed applications must be submitted online to each job posting sought. Remember to customize your application to best align your experiences with the job sought.
- 4. C** – The Career Center has a number of online and in-person resources to help you succeed in your job search.