Date: February 24, 2012

To: Human Resources Officers

From: Evelyn Nazario
Assistant Vice Chancellor
Human Resources Management

Subject: Campus Review – Draft Student Assistant Classification Standard (Non-represented)

Overview

Audience: Human Resources Officers, Classification/Compensation Managers, and campus management responsible for hiring student employees

Action Item: Review draft classification standard and provide feedback by March 16, 2012

Affected Employee Group(s)/Unit(s): CSU students in student assistant classifications (non-represented)

Summary

This Technical Letter provides an overview of the revised Student Assistant Classification Standard and requests your review and feedback of the proposed draft. The classifications in this study include: Student Assistant and Bridge Student Assistant.

Study Background: The Student Assistant classification standard has not been updated for several years. Human Resources has developed a proposed draft Student Assistant classification standard to reflect updated language and format.

Highlights of the Proposed Changes:

- Currently no classification standard exists for the Bridge Student Assistant. The proposed Student Assistant classification standard includes the Bridge Student Assistant classification.
- Clarification of the Student Assistant and Bridge Student Assistant classifications.
- Language distinguishing between other student classifications.
- Included IRS regulations regarding student FICA exemption.
**Campus Review:** The draft Student Assistant Classification Standard is attached. Your review and feedback is critical to the development of the final classification standard and assists us in ensuring that the new classification standard meets campuses’ operational needs. As you review the attached draft, please consider the following:

- Does the proposed classification standard adequately cover the breadth of work performed by the incumbents today and potentially for the next five years?
- Are the distinctions between the Student Assistant and Bridge Student Assistant clearly defined?
- Is the language in the classification standard flexible enough to accommodate ongoing changes in the industry and the differences in campus operations systemwide?

**Sending in Feedback:** Thank you in advance for your time and effort in reviewing the draft classification standard. We look forward to hearing from you by Friday, March 16, 2012. We request that campus human resources coordinate their response with the appropriate campus management and submit consolidated feedback. Please provide written comments to Charlene Tsunezumi, Manager, Compensation and Classification, via e-mail to ctsunezumi@calstate.edu.

Should you have any questions regarding this Technical Letter, please contact Charlene Tsunezumi in Human Resources Management at (562) 951-4344.

EN/ct

Attachment
**Draft – Classification Standard – Rev. 11/18/11**

**Student Assistant**

<table>
<thead>
<tr>
<th>Title</th>
<th>Class Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Assistant</td>
<td>1870</td>
</tr>
<tr>
<td>Bridge Student Assistant</td>
<td>1874</td>
</tr>
</tbody>
</table>

**OVERVIEW**

Student Assistants are CSU students who work in various areas of a campus. Student Assistants work part-time during academic periods and may work full-time during break periods.

Under direct supervision, Student Assistants perform duties ranging from unskilled to skilled and/or specialized, in a variety of positions that typically require the use of manual, clerical, public contact, and/or analytical skills. Assignments have limited use of discretion and judgment. Work is regularly reviewed and may entail detailed instructions. Specific job duties are defined by the appropriate campus department.

The Student Assistant classification is distinguished from the Student Trainee, On-Campus Work Study and the Student Trainee, Off-Campus Work Study classifications in that the Student Trainee positions must meet eligibility requirements of the Work-Study Program as determined by the campus’ Financial Aid Office. The Student Assistant classification is distinguished from the Instructional Student Assistant, Graduate Assistant, and Teaching Associate classifications in that the Student Assistant does not perform academic related duties such as instruction, tutoring, grading, evaluating, research, and assisting faculty with classroom activities.

**Student Assistant** – This classification is used during the academic periods where the CSU student meets the part-time status and qualifies for the student FICA exemption. Incumbents in this classification do not pay Social Security or Medicare and are not enrolled in the Department of Personnel Administration’s Part-Time, Seasonal, Temporary (DPA PST) retirement plan in lieu of Social Security.

**Bridge Student Assistant** – This classification accommodates CSU student employment that does not qualify for exclusion from Social Security and Medicare. The bridge classification is available for student employment during academic breaks and/or student employment during academic terms when the student is less than a half-time student. Incumbents in this classification are required to participate in Medicare and a mandatory retirement plan (DPA PST) in lieu of Social Security.

**MINIMUM QUALIFICATIONS:**

**Knowledge and Abilities:**

Ability to learn and perform assigned work; follow oral instructions; work cooperatively with faculty, staff, and other students; communicate effectively with all levels; and read and write English at a level appropriate to the position.

**Special Qualification:**

Admission or registration as a CSU student.

As a Bridge Student Assistant, the student need not be registered as a student, but must have been registered as a CSU student the previous term and intends to register for the following term.