

## Unit 11 Appointment Checklist

### Graduate Assistant (Non-Exempt from FLSA)

Classification Title	Job Code
AY Monthly	2355
Monthly	2325
On-Campus Work-Study	2326

A student may be offered a position as a non-exempt graduate assistant if they meet the following criteria:

- Student has completed the equivalent to the requirements for a bachelor's degree and is registered in a CSU graduate degree program.
- Student is being offered a part-time position (may work full-time during academic breaks).
- Position will offer professional and technical non-teaching assistance to faculty member(s).
- The duties to be performed by the student are generally associated with subjects or programs in which the student will be doing graduate work.
- The duties to be performed by the student may involve training students in using equipment; evaluation of students' work; tutoring students; research in his or her course of study; supervising students in a classroom, workshop, or laboratory (with final responsibility for the class and the instruction vesting in a faculty member), and other related work.
- Student will not be responsible for the instructional content of a course, selecting student assignments, planning examinations, determining the term grades for students, instructing the entire enrollment of a course, or providing the entire instruction of a group of students enrolled in a course.
- Student may not be employed to assist in a course in which he or she is enrolled, nor should the student be consulted regarding the grading of his or her peers.
- It is evident that the student has satisfactory achievement in previous academic work (initial appointment).
- It is evident that the student has satisfactory progress toward the completion of the degree (subsequent appointment).
- Student must have knowledge of the subject matter of the discipline in which he or she is assigned.
- If student is a Work-Study graduate student funded by the Federal Work-Study Program, appointments to this classification code must meet provisions of the Federal Work-Study Program.