

STUDENT ASSISTANT INFORMATION

The **Student Assistant program** is an on-campus work program open to any student who is enrolled in at least half-time units through the regular university or through Extended Learning. Half-time for undergraduates is 6 units and 4 units for graduate students.

All Student Assistant jobs are listed on the web site maintained by the **Career Center**.

Students Searching for a job:

Go to www.sfsu.edu/~career/gatorjobs/gatorjobs.htm

When you find jobs that you are interested in, apply as indicated. For more information about how to search or if you need assistance finding a job, visit the Career Center in Student Services Building 206 or call 415-338-1761.

Please note:

Work-Study jobs are also listed on the career center web site but you must have a financial aid Work-Study award to apply for Work-Study jobs.

I-9 Compliance

Before you can be hired for a Student Assistant job, you need to complete the I-9 (Employment Eligibility Verification) process. To complete the process, come to the Office of Student Financial Aid, One Stop Student Services Building. Two pieces of documentation are required:

- 1. A photo identification that establishes identity. Acceptable documents are: a State-issued driver's license or a State-issued ID card with a photograph, U.S. Military card or a student photo identification card.**
- 2. Documents that establish employment eligibility. Acceptable documents are: original Social Security Card, a birth certificate bearing a seal or other certification, or an unexpired INS Employment Authorization. You may use any of the following documents to establish both identity and employment eligibility: U.S. passport, Certificate of United States Citizenship, Certificate of Naturalization or Alien Registration Card with recent photograph.**

EEV

Once you have completed the I-9 process you must obtain an EEV (Employment Eligibility Verification) form to take to your employer. You can request this form at the time that you complete the I-9 process. The EEV verifies that you have completed the I-9 process and that you are enrolled at least half-time. Your employer should keep your EEV on file in their office. If you have more than one job, you must present an EEV form to each employer.

WORK HOURS

The first day that you can begin to work is 5 days prior to the first day of classes. During the academic year, when classes are in session, you are limited to working 20 hours per week. If you have more than one job, the total number of hours per week for both jobs may not exceed 20. During school breaks, you can work up to 40 hours per week. Finals week is not considered a recess period, therefore you are still limited to working 20 hours per week. However, if you have completed all of your academic obligations prior to the end of Finals week, you may make arrangements with your employer to begin working extra hours.

Breaks: You are entitled to take certain breaks during work shifts that exceed three hours. The supervisor determines when the breaks are to be taken.

4-5 Hour Shift: One 15 minute paid break

5-7 Hour Shift: One 15 minute paid break and one mandatory 30 minute unpaid meal break

8 Hour Shift: Two 15 minute paid breaks and one mandatory 30 minute unpaid meal break

Financial Aid Counselors will be on the phone during:

Monday, Tuesday, Thursday and Friday	8:30 AM - 4:30 PM
Wednesday	9:00 AM - 4:30 PM