Cal State San Marcos

Unit 11 Academic Student Employees
Posting of Appointment Opportunities
Instructional Student Assistants

Article 2 of the Unit 11 Collective Bargaining Agreement requires the posting of all open hire positions when they become available. The postings must reflect the following information:

1. **An employment non-discrimination statement.** *"California State University San Marcos is an Equal Opportunity Employer that is strongly committed to promoting diversity in all areas of the campus community. We consider qualified applicants for employment without regard to age, physical or mental disability, gender or sex, genetic information, gender identity, gender expression, marital status, medical condition, nationality, race or ethnicity, religion or religious creed, sexual orientation, and veteran or military status."*

2. **A general description of the duties performed by each of the classifications covered by the agreement. For example,** *"Instructional Student Assistants provide tutoring, grading or instruction to other CSU students for 50% or more of their work hours in a given appointment in a given academic department or equivalent administrative unit over the course of an academic term. In this appointment, the incumbent will…"*

3. **The "minimum qualifications" by classification as established by and at the sole discretion of the University.** *The minimum qualification for an Instructional Student Assistant is admission or registration as a CSU student.*

4. **A statement indicating that** *"Exceptions to the minimum eligibility qualifications may be granted at the sole discretion of the University."*

5. **Application procedures or hiring unit contact person** for the bargaining unit positions.

6. The **hiring criteria** for each classification.

7. The **percentage or hours of appointment**.

8. **Deadlines for application and procedures for notification.**