**WORK STUDY STUDENT ASSISTANT POSITION**

Handshake Employer Account Name: **<Insert the Department Handshake Account Name>**

**JOB TITLE**

**[NOTE: Must match the job title on the Career Center approved requisition.]**

**DUTIES**

**[NOTE: Must be administrative, clerical, manual, skilled, technical, or other duties ranging from routine to advance while being supervised. Be specific – Describe what the candidate will do on the job in detail.]**

**MINIMUM QUALIFICATIONS**

**[NOTE: Do not add qualifications to this section. The minimum qualifications are specified in the CSU classification.]**

Admission or registration as a student of the University on at least a half-time basis. Must meet the eligibility requirements of the Work-Study Program as determined by the campus' Financial Aid Office. Must have the necessary knowledges and abilities required by the campus or auxiliary organization to adequately perform the duties of the assignment.

**PREFERRED QUALIFICATIONS**

**[NOTE: Any job-related education, experience, knowledge, skills, and other criteria that are in addition to the minimum qualifications. For example: Good customer service skills and writing proficiency, as well as an ability to work office equipment are preferred.]**

**HIRING CRITERIA**

**[NOTE: Limit this to the requirements specified on the Employment Conditions section of the requisition form. For example: The position requires a background check and clearance prior to hiring.]**

California State University, Los Angeles, as part of the CSU system, is a State of California Employer. As such, the University requires all employees upon date of hire to reside in the State of California.

As of January 1, 2022 the CSU Out-of-State Employment Policy prohibits the hiring of employees to perform CSU-related work outside the state of California.

California State University, Los Angeles is an equal opportunity employer subject to all state, federal and CSU regulations pertaining to non-discrimination based on gender, sex, sexual orientation, race, national origin, religion, disability, marital status, age and veteran status. Upon request, reasonable accommodation will be provided to individuals with protected disabilities to (a) complete the employment process and (b) perform essential job functions when this does not cause undue hardship.