

Student Assistant Job Description

INSTRUCTIONS: The Human Resources Department requires a student assistant job description from each department to be on file with HR. Please update the template to reflect the student assistant's position in your department and send via email to hr@sonoma.edu.

Eligibility: Student Assistants must be enrolled at Sonoma State University and have completed the sign-up process at Employment Services (located in Salazar Hall, room 2078) before they may begin working. Extended Education classes do not apply toward Student Assistant employment eligibility.

To be completed by hiring department

Academic Year:	Student's Job Title:
Department:	Appropriate Administrator:
HR Department #:	Position #:
Job Code/Classification Title:	

Job Description:

Qualifications:

Work Environment: Duties take place mostly located on the campus of Sonoma State University. The normal work schedule is varied and intermittent. Evening and weekend hours may be required and will be specified only by the supervisor to meet operational needs. The incumbent must maintain regular and acceptable attendance at such levels as is determined by the Appropriate Administrator.