

# **Gevirtz Graduate School of Education**

## **Student Assistant Hiring Procedures**

### **I. Definition**

Under supervision, student assistants perform duties ranging from unskilled to skilled and/or specialized in a variety of positions that typically require the use of manual, clerical, advising, public contact, and/or analytical skills, and perform other related duties as required. The series is characterized by the generally temporary nature of appointments, the general absence of continuing responsibility for the work performed, and the diversity of duties that may be assigned.

The work for which the student is employed is unrelated to the educational objectives of the student's degree program, so the student is unlikely to participate in the production of papers, theses, dissertations, or academic presentations related to the research and/or the student is not expected to play a collaborative role in research production, but is supporting the research by doing routine tasks, such as preparing bibliographies, inputting data, or supervising other students who are performing such tasks.

### **II. Appointment Criteria**

Appointment to the Student Assistant title requires the following:

1. The appointee is a registered UC student

The following specifies appointments at various rates when hired on funds managed within the GGSE, effective Oct 01, 2023:

As of July 2024, all KAC and Hosford Student Assistants will be classified under Job Code 4930 (Student Clinical) all per SB 525 minimum wage is \$23.

#### **Undergraduate Student Assistant (Job code 4922)**

Student Assistant with no to little experience: \$18/hour

Student Assistant with a year of experience or equivalent: \$19-20/hour

Student Assistant with two years of experience or equivalent: \$21-22/hour

Student Assistant with three years or more of experience or equivalent: \$23-24/hour

#### **Undergraduate Student Clinical (Job code 4930, KAC and Hosford only)**

Student Clinician with any experience: \$24/hour

#### **Graduate Students (Job Code 4922 or 4930)**

Student Assistant with no to little experience: \$24-26/hour

Student Assistant with a year of experience or equivalent: \$27-29/hour

Student Assistant with two or more years of experience or equivalent: \$30-35/hour

Specific skills required may count towards years of experience. If assistance in selecting appropriate rate is needed, check with your grant administrator.

All other exceptions require prior approval from the Dean of the Gevirtz Graduate School of Education.

### III. Notice

By agreeing to any employment request, the applicant authorizes the hiring agency to access their academic record for the purpose of confirming enrollment status and related eligibility for student employment.

### IV. COVID-19 Vaccination Program Policy

As a condition of employment, you will be required to comply with the University of California SARS-CoV-2 (COVID-19) Vaccination Program Policy, located at:

[https://policy.ucop.edu/doc/5000695/SARS-CoV-2\\_Covid-19](https://policy.ucop.edu/doc/5000695/SARS-CoV-2_Covid-19). All Covered Individuals

under the policy must provide proof of Full Vaccination or, if applicable, submit a request for Exception (based on Medical Exemption, Disability, and/or Religious Objection) or Deferral (based on pregnancy) no later than the applicable deadline.

The applicable deadline for student employees is the deadline for students. For students starting or returning to campus after Fall 2021, the deadline is the first date of instruction for the term when they first enroll. (Capitalized terms in this paragraph are defined in the policy.)