Work as a
Student Assistant
for the State of California

Looking to
earn money
while going to college?

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» www.ca.gov

What is the Student Assistant Program?

» Many state departments employ student assistants to perform tasks within a variety of areas, from information technology (IT) to administration. Students work under the close supervision of their supervisors and perform tasks ranging from data input and collection to desktop support to customer service. While students do not earn college credit while working, they gain valuable experience and insight into how state government works which can ultimately make them more competitive for careers in their field of study.

What are the minimum qualifications for applying?

» Specific qualifications vary by department and position. For all positions, students must be actively enrolled in an accredited college or university in courses equaling 9 quarter or 6 semester units. Students must also maintain a 2.0 GPA.

How can I find/apply for positions?

» Typically, state departments hire student assistants using one of two options:

Option #1: The department advertises its own vacancies and hires student assistants into the civil service Student Assistant classifications. For a complete listing of student assistant/graduate student assistant classifications and corresponding positions, go to https://calcareers.ca.gov/CalHRPublic/Jobs/Students.aspx.

» **Option #2:** The department hires its student assistants through a partnership program with a local college(s). Many state agencies use University Enterprises Inc. (UEI) and the California Community College Foundation (CCF) when filling their student assistant vacancies. While UEI operates through the California State University, Sacramento, students are not required to be a CSUS student to apply for positions. UEI's website is http://www.ueijobs.com. Select the "Applicants" button and then select "Student (on/off campus) locations." This will direct you to a complete listing of current student assistant positions within the state. Read through available listings, complete an online application, and apply.

The California Community College Foundation (CCF) website is http://www.theinternsource.org. Select "Available Internships" to access the search database. Select "Any Organization" under Organization/Division to increase your options, select your preferred city/state, and your major. You will be provided with a variety of student assistant job openings. Create a profile, and apply.

It is important to understand that UEI/CCF Student Assistant positions are part-time, non-benefited positions, whereas civil service Student Assistants do earn some benefits.

Are these positions paid?

» Yes! Pay ranges vary depending on the type and complexity of work you will be performing, but salary ranges are generally between $15 - $18 dollars per hour (graduate students generally qualify for the higher range). All positions are part-time and non-benefitted. You are eligible to remain in the student assistant program as long as departmental funding is approved, you are enrolled in your classes, and are maintaining a 2.0 GPA. Your salary is frequently determined based on your previous work experience, courses completed in your field of study, and your job duties.