

# CAL POLY POMONA CAREER CENTER STUDENT EMPLOYMENT JOB OFFER FORM

**NOTE:** Instructional Student Assistant - Does this position require the student to perform grading, tutoring or instruction to other CSU students for 50% or more of their time: Yes  No

If yes, an "Instructional Student Assistant Appointment Offer" must be submitted to Human Resources Services – Customer Service Center. Do not use the Student Employment Job Offer Form

Department Instructions: Department to print, complete and sign form.

**Student Instructions:**

1. Sign and return completed form to the Career Center for verification of appropriate signatures
2. Go to Human Resource Services - Customer Service Center to complete Hire Documents

Student Name: \_\_\_\_\_ Bronco ID #: \_\_\_\_\_

Department Position#: 0000 \_\_\_\_\_ /0000 \_\_\_\_\_ BroncoConnection Number: \_\_\_\_\_  
(Non-Work Study  Bridge  International

Department Name: \_\_\_\_\_

Position Title: \_\_\_\_\_ Hourly Pay Rate: \_\_\_\_\_

Effective Date of Hire: \_\_\_\_\_ Hours per week: \_\_\_\_\_

**Criteria for Employment Eligibility:** To be employed on-campus, a student must have a minimum 2.0 GPA (both Cal Poly Pomona and overall GPA) and be currently enrolled for at least 6.1 units (Undergraduate)/ 4 units (graduate) or be a "Bridge" student who is currently not enrolled in classes, however has been enrolled in the minimum unit requirement for 3 consecutive quarters prior to taking a quarter off.

\*Employers hiring the student must verify that the requirements are met at the time of hire, and at the beginning of each subsequent quarter that the student assistant works.

**(Circle One)**

\*Student's GPA meets required threshold (both Cal Poly Pomona and overall GPA): Yes / No

\*Undergraduate/Graduate Student: Meets required threshold: Yes / No

\*Bridge Student who is not taking any classes this quarter: (see criteria above) Yes / No

Student work study allocation exhausted for quarter Yes / No

(Student work study allocation exhausted, continues working for department, student assistant position required)

**Work Study Student Assistants:** If the work study allotment is exhausted before the end of the quarter and the student continues to work, the student must be paid as a regular student assistant. In order for the student to be paid as a student assistant, a Student Employment Job Offer Form must be on file with Payroll Services.

Department Contact: \_\_\_\_\_ Phone Extension: \_\_\_\_\_  
Please Print

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
I have verified that this student meets the employment criteria listed above.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
My signature indicates that I meet the employment criteria listed above.

**Career Center Use: Authorized Signature Form is on file: Yes / No**

Career Center Signature: \_\_\_\_\_ Date: \_\_\_\_\_