



## Student Employee Classifications

### **1870 - Student Assistant**

- Student is enrolled 6.0 undergrad units or 4.0 graduate units
- May work up to, but not more than 20 hours per week when school is in session.
- Work under supervision and perform administrative, clerical, manual, skilled, technical or other duties.
- Is exempt from FICA and Part -Time, Seasonal, Temporary Employee Retirement Program.
- Has a position that is secondary to academic and student life.

### **1871 - Student Assistant, Federal Work Study**

- Student is enrolled 6.0 undergrad units or 4.0 graduate units
- The student has been notified by the Financial Aid of work study award granted.
- Is exempt from FICA and Part -Time, Seasonal, Temporary Employee Retirement Program.
- May work up to, but not more than 20 hours per week when school is in session.
- Work under supervision and perform administrative, clerical, manual, skilled, technical or other duties.
- Has a position that is secondary to academic and student life

## **1872 - Student Assistant, Federal Work Study Off Campus**

- Student is enrolled 6.0 undergrad units or 4.0 graduate units
- The student has been notified by Financial Aid of work study award granted.
- Works part-time in a job assignment off campus in a work study program under agreement with the campus.
- Is exempt from FICA and Part -Time, Seasonal, Temporary Employee Retirement Program.
- May work up to, but not more than 20 hours per week when school is in session.
- Work under supervision and perform administrative, clerical, manual, skilled, technical or other duties.
- Has a position that is secondary to academic and student life

## **1874 – Bridge Student Assistant**

- Used for continuing students during academic breaks (Summer Term)
- Can be used during academic terms when current student employee(s) enrollment falls below half – time.
- Does not qualify for FICA exemption.
- Required to participate in Medicare and mandatory retirement plan in lieu of social security.
- When school is in session, Student Assistants may work up to, but not exceed, 20 hours per week.
- When school is not in session, academic breaks and summer recess, Student Assistants may work up to a maximum but no more than 40 hrs. per week.

### **1868 – International student assistant**

- Is a student possessing either a J-1 or F-1 visa whose tax status is non-resident.
- International students must be enrolled full time, 12.0 undergraduate units or 8.0 graduate units.
- May work up to, but not more than 20 hours per week when school is in session.
- Is exempt from FICA and Part -Time, Seasonal, Temporary Employee Retirement Program.
- Is subject to federal Tax Compliance requirements
- Work under supervision and perform administrative, clerical, manual, skilled, technical or other duties.
- Has a position that is secondary to academic and student life.

### **1150 – Instructional Student Assistant**

- Student is enrolled 6.0 undergrad units or 4.0 graduate units.
- International students must be enrolled full time, 12.0 undergraduate units or 8.0 graduate units.
- distinguished from other student assistant classifications by the nature of work performed such as: tutoring, grading, and/or instructing other students.
- Is exempt from FICA and Part -Time, Seasonal, Temporary Employee Retirement Program.
- May work up to, but not more than 20 hours per week when school is in session.

### **1151 – Instructional student assistant, Federal Work Study**

- Student is enrolled 6.0 undergrad units or 4.0 graduate units
- International students must be enrolled full time, 12.0 undergraduate units or 8.0 graduate units.
- Works part-time in a job assignment off campus in a work study program under agreement with the campus.
- The student has been notified by Financial Aid of work study award granted.
- distinguished from other student assistant classifications by the nature of work performed such as: tutoring, grading, and/or instructing other students.
- Is exempt from FICA and Part -Time, Seasonal, Temporary Employee Retirement Program.
- May work up to, but not more than 20 hours per week when school is in session.

### **1152 – Instructional student assistant, Federal Work Study off campus**

- Student is enrolled 6.0 undergrad units or 4.0 graduate units
- International students must be enrolled full time, 12.0 undergraduate units or 8.0 graduate units.
- The student has been notified by Financial Aid of work study award granted.
- distinguished from other student assistant classifications by the nature of work performed such as: tutoring, grading, and/or instructing other students.
- Is exempt from FICA and Part -Time, Seasonal, Temporary Employee Retirement Program.
- May work up to, but not more than 20 hours per week when school is in session.