



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?

- » While every state department has its own contract to procure student assistants, two contractors used by many state departments are University Enterprises, Inc. (UEI), and the Foundation for California Community College's Career Pathways Program (FCCC).

While UEI operates through 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) positions." 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's Career Pathways Program can be accessed at: <http://www.foundationccc.org/WhatWeDo/StudentJobs/tabid/356/Default.aspx>. Students are not required to be attending a community college to apply for positions. For student assistant



openings, select "Search Internships" under the category "Student Assistants," create a profile, and browse/apply for positions.

If there is a particular department you are interested in working for that does not have positions listed on either of these websites, contact the individual department to find out whether that department uses student assistants and where their listings are posted. Examples of departments with large IT shops include the California Department of Technology, Franchise Tax Board (FTB), Department of Justice (DOJ), Department of Motor Vehicles (DMV), Employment Development Department (EDD), State Controller's Office (SCO), and the California Department of Transportation (CalTrans). The link below will direct you to a comprehensive directory for all California state departments: http://www.sco.ca.gov/ppsd_cpod_dir.html

Call the Public Phone Line for access to a particular department's Human Resources Branch.

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 \$9 - \$15 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.

