

(916) 278-7003 FAX (916) 278-4787 www.enterprises.csus.edu

## **Employment Eligibility**

Qualifications required for working as a Student Assistant:

- At least 18 years of age and currently enrolled and attending classes during the regular term (fall, spring and winter, if applicable), at any qualifying\* institution of higher education.
  - University Enterprises, Inc. (UEI) typically does not employ minors under the age of 16, but may do so for special programs. Potential employees under the age of 18, who have not graduated from high school, are required to provide proof of age and a valid work permit prior to employment. Employees under the age of 18 are not permitted to engage in any hazardous work or in any work requiring the driving or operation of a vehicle.
- Enrolled at a minimum of six (6) semester units or nine (9) quarter units for undergraduate students; four (4) semester units or six (6) quarter units for graduate students. The hiring department may have a higher unit requirement. If so, you must follow that department's requirement.
- If you are a foreign student, you must provide appropriate Immigration and Naturalization Service (INS) documentation that specifically authorizes employment.

\*Qualifying institutions include, but are not limited to: Sacramento State; any campus of the CSU or UC systems; any community college campus; or a private university offering a four-year degree or a credential program. Institutions of higher education who have an Articulation Agreement (an agreement which indicates that units from that institution are transferable) with any of the above institutions also qualify.