Frequently Asked Questions - Applicant

Q: Do I have to be a Sacramento State student to apply to University Enterprises, Inc. (UEI) student jobs?

A: No, you do not have to attend Sacramento State to apply for jobs. Students who are currently enrolled and attending classes during the regular term (fall, spring and winter, if applicable), at a qualifying institution of higher education* are eligible to be hired as a UEI student assistant.

Students applying for off-campus employment through our California Intern Network must attend an affiliated college.

*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 4-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.

Q: How many units do I need to be enrolled in to apply for student assistant jobs?

A: The number of units required depends on your status in school and semester/quarter scheduling.

• Undergraduate students must maintain a course load of at least six (6) semester units or nine (9) quarter units.
• Graduate students must maintain a course load of four (4) semester or six (6) quarter units.

Note: The hiring department may have a higher unit requirement. If so, you must follow that department’s requirement.

Q: Do I need to be enrolled in classes during the summer session to work during the summer as a UEI student assistant?

A: You must be a student to work in a student assistant position. However, you do not have to be enrolled in units in the summer. You’ll be asked to confirm enrollment at the beginning of each fall and spring semester.
Q: How many hours can I work per week? Can I work full-time?

A: It depends on the time of year and the department needs.

- **Student Assistant and Graduate Assistants** may work up to 20 hours per workweek during the academic year if working on campus and up to 24 hours per workweek if working off campus. Students both on and off campus may work up to 40 hours per work week during breaks (winter, spring and summer) if approved by your supervisor.
- **International students** are limited to 20 hours per work week during the academic year regardless of work location.
- **On-campus part-time, casual employees** are limited to no more than 19.5 hours per work week.

Q: I am a recent graduate or graduate student. How many hours can I work per week?

A: Recent graduates and graduate students must adhere to the maximum work hours rules noted above even if they are working on their thesis and not actively taking classes.

Q: Can I continue to work as a student assistant after I graduate?

A: If you are currently employed as a student assistant and have no intention of enrolling in a graduate program, you may maintain employment eligibility for 90 days following the date your degree was awarded. However, as noted above, you must adhere to the maximum work hours rules noted above. At the end of this 90-day period, you must separate from employment as you are no longer eligible for our student employment program.

International students must have proper clearance to work beyond their graduation date.

Q: If hired by a State Agency, am I eligible for service credit or benefits?

A: No, UEI student assistant positions are part-time, non-benefited positions. UEI student assistants are not eligible for benefits including any type of leave accruals and service credit regardless of the location of your work site or the department or project you work for.
Q: Where and when can I go through new hire or re-hire orientation?

A: New hire and rehire orientations are conducted online. I-9 paperwork, however, must be verified in person by UEI's Human Resources department or your site supervisor if you are working outside of the Sacramento area.

Q: Where can I park if I need to come to campus for I-9 verification?

A: View our map and location>>

Q: What do I need for my new hire orientation?

A: You should be prepared with the following documents:

• Documents establishing your identity and ability to work in the U.S. Examples include a Driver's License and Social Security Card, certified birth certificate or a U.S. Passport.
• A copy of your current class schedule if the student status form had not already been submitted to HR.
• A VOIDED check if you would like to sign up for direct deposit.

Q: Why does my paycheck come from University Enterprises, Inc. and not from the department or agency where I work?

A: University Enterprises, Inc. contracts with state agencies, cities, counties and private business to be the employer of record for interns and student assistants. This means UEI is your employer even if you perform work off campus.