

# 

[Date]

[Name]

[Address]

[Address]

Dear :

I am pleased to offer you an appointment for the **Summer Term 2023** as an **Instructional Student Assistant** (with the Job Code checked below) at California State University, Northridge.

□ 1150 – Instructional Student Assistant (ISA), On Campus

□ 1152 – Instructional Student Assistant (ISA), Off Campus

The particulars for your Summer 2023 Instructional Student Assistant appointment include the following:

College: [College]

Department: [Dept/Dept ID]

Session: [Session] Begins: [Start Date] Ends: [End Date]

General Duties:

Time-Base or Range of Hours: Up to XX Hours (not to exceed 20 hours per week if enrolled in classes) Gross Pay:

Supervisor: Contact #:

A Position Description for this appointment is enclosed. Should you have anyquestions regarding your assignment or the terms of this appointment, please contact your supervisor as noted above. Additional terms may be found in the CBA available at: <https://www.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Pages/collective-bargaining-agreements.aspx>. This appointment automatically expires at the end of the period stated above and does not establish consideration for a subsequent appointment. No other notice shall be provided.

If while you are employed as a Summer Instructional Student Assistant you are not cumulatively enrolled in a minimum of six units, you will not be eligible for the Student FICA exemption per IRS Code section 3121 (b)(10) and the CSU Student Employment Program. As a result, 1.45% of your gross earnings will automatically be deducted for Medicare Tax. You will automatically be enrolled in the Part-Time/Seasonal/ Temporary (PST) Retirement Plan and be required to contribute 7.5% of your pre-tax gross pay each applicable pay period.

In order for your appointment to be processed, you must sign and return this letter to your department office no later than *14 days from the date of this letter.* You may wish to make a copy of this letter for your records. If this is your first appointment at CSUN, please consult with your department about completing the Sign-In Process at Human Resources before the start of the Summer Term.

Sincerely,

Dean

I accept the above offer of employment:

I do not accept this offer of employment:

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Signature: CSUN ID#: Date: