



IYA Course Assistant Hiring Dashboard for Faculty



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Academic Program Manager

Welcome to the IYA Course Assistant Hiring Dashboard for Faculty! This site is your one-stop resource for every stage of the process - from submitting a request to hiring and onboarding your course assistant.

We are now launching the Spring 2026 Course Assistant hiring process. Please submit your request by Friday, November 21st using the form in the Quick Links section below. Explore the dashboard for step-by-step guide, quick links, and a progress tracker to stay informed.

^ Overview

Course Assistant Hiring Process - Spring 2026

Pay rates are \$18/hour for undergraduate and \$20/hour for graduate students. We're prioritizing students with at least a \$2,400 Federal Work-Study award. Roles typically range from 5-10 hours per week.

^ Step-by-Step Flow

1. Submit Course Assistant Request (Faculty)

- [Form](#) must be completed by the end of the day on Friday, November 21st

2. Candidate Identification (Jen + Faculty)

- Positions are posted on Handshake.
- Jen adds faculty as co-recruiters on Handshake.
 - Faculty interviews and identifies **preferred candidate** → submits **request** to Jen.
- Information collected: course & faculty name, Undergraduate/Graduate, weekly hours (5 or 10), preferred start date.

3. Work-Study & Eligibility Check (Jen)

- Student confirms their Federal Work Study (FWS) package and provides:
 - USC ID, classification (Undergraduate/Graduate), contact info, prior USC employment status
- Jen verifies the student's FWS award and work eligibility.
- Jen calculates semester hours cap based on the \$2,400 award limit:
 - $\$2,400 \div \$18 = \sim 133$ hours for Undergraduate
 - $\$2,400 \div \$20 = \sim 120$ hours for Graduate

To learn more about eligibility requirements, please click [here](#)

International students are not eligible for work-study positions on campus, as these positions are funded only for U.S. citizens and permanent residents by the U.S. government. Work-study positions are advertised as "College Work-Study Preferred" or CWSP. Click [here](#) for more details

4. Sending Hire Info to Johana (Jen)

- Send candidate details: course/faculty, weekly hours, start date, supervisory org, and costing. Johana – Please let Jen know how to streamline this step for efficiency

5. Workday Actions (Johana)

- Student completes onboarding (I-9, direct deposit, compliance training).
- HR initiates hire and routes approvals.

6. Start Clearance

- Once Workday shows HR Approved/Ready to Start, Jen notifies faculty & student.
 - ⚠️ No student may begin work before HR approval. ⚠️

7. Time keeping and Monitoring (Jen)

- Jen approves timesheets each pay period.
- Monitors FWS balances; adjusts hours if nearing award limits.

8. Close-Out (Jen)

- End-of-semester review.
- Confirm final timesheets.
- Close position in Workday and archive records.

Note: Faculty can hire international students; however, funding differs since no Federal Work-Study subsidy applies.

^ Quick Links



Submit Course Assistant Request
(Microsoft Form)



Handshake Job Postings



Work-Study FAQs



Have questions? Chat with Jen

^ Course Assistant Hiring Progress Tracker

Course Assistant Hiring Tracker

Request in Review (4)

+

Request Approved (0)

+

Posting is Up (0)

+

Hiring Process Started (0)

See all

Student Name

Andy Brennan

Position Name

ACAD 188: Modeling Products with S...

Faculty Name

Kia McCormick

Status

Request in Review

Student Name

Yukun Fang

Position Name

ACAD 539 Extended Reality Develop...

Faculty Name

John Bruneau

Status

Request in Review

Student Name

To Be Determined

Position Name

ACAD 275 - Dev I

Faculty Name

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