



County of San Diego  
**Student Worker/Internship Program**  
 Job Information

The purpose of the Student Worker/Internship Program is to encourage students who are in the process of completing their education to become interested in a career with the County of San Diego. Students are encouraged to apply for positions that are related to their field of study or interest. Please see the back of this page for more information about the employment opportunities and public service careers with the County.

**General Qualifications:** Applicants must be *full-time students* at a local high school, vocational program, job readiness program, or an accredited college or university. Once employed, student workers must continue to be full-time students and maintain at least a 2.0 semester/quarter grade point average (GPA). At the beginning and end of each semester/quarter, student workers/interns are responsible for submitting a “student unit load verification” completed by their academic institution. **Please note:** In addition, interns shall comply with the established policies and practices of their assigned school’s internship program and the County of San Diego agreement regarding eligibility requirements.

**Salary:** Students are hired on a *temporary basis*, are paid at an *hourly rate*, and do not receive benefits. Hourly rates are based on the level of education completed.

**High School Students/Vocational/Job Readiness (0904 Student Worker – High School)**

A. Full-time high school students; B. Students enrolled more than 20 hours per week in an Adult School to obtain a GED. Students under the age of 18 must obtain a *work permit* from their school; C. Students participating in a certified education/vocational program; Students enrolled in credit/non-credit on job readiness classes.

Hourly Pay Rate	\$11.67
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**Undergraduate Students (0905 Student Worker – Undergraduate)**

Students enrolled full-time in an undergraduate program *leading to an associate’s or bachelor’s degree*. Students must be currently enrolled in at least 12 semester units/15 quarter units, or determined to be a full-time student by an accredited college or training program, unless permanently disabled.

Salary Step	1	2	3	4	5
Hourly Pay Rate	\$13.00	\$13.65	\$14.33	\$15.05	\$15.80
Semester Units Completed	0 – 29	30 – 59	60 – 89	Over 90	Post Graduation Bachelor’s Degree
Quarter Units Completed	0 – 44	45 – 89	90 – 134	Over 135	

Graduate students who perform duties that are not related to their field of study in graduate school will be paid at Undergraduate student worker steps.

**Post Graduate Students (0906 Student Worker – Graduate)**

Students enrolled full-time in a graduate program *leading to a master’s or doctoral degree*. Students must be currently enrolled in at least 6 semester/9 quarter units, or determined to be a full-time student by an accredited college or graduate/technical program leading to an advanced degree, unless permanently disabled. Student worker positions/employment work assignments must correspond to the student’s declared degree. Undergraduate students or those completing a fifth year of study (e.g. for a teaching credential or other certification) do not qualify as graduate students but may qualify as an undergraduate student.

**Post Graduate Students (0906 Student Worker – Graduate) continued:**

Salary Step	1	2	3	4	5
Hourly Pay Rate	\$16.29	\$17.10	\$17.95	\$18.85	\$19.79
Semester Units Completed	0 – 6	7 – 12	13 – 18	19 - 24	Over 24
Quarter Units Completed	0 – 9	10 – 18	19 – 27	28 – 36	Over 36

**Work Schedules:** Students may work a *maximum of 20 hours per week* while school is in session and may be authorized to work a maximum of 40 hours per week during the summer and school holiday breaks. Additional hours may be arranged should the student be assigned to a special project that is temporary in nature with mutual consent of the department appointing authority and is subject to approval by the Director of Human Resources. Individual work schedules and work assignments are established by the student's supervisor.

**How to Apply:** Students may refer to the Student Worker Contact List or directly contact the personnel office in the various County departments to inquire if Student Worker positions are available and to schedule interviews for possible future hiring. **Student Worker Employment Applications are submitted directly to the hiring departments.**

**Tips for Job Searches for Student Worker Positions with the County of San Diego**

Applicants who are successful in their job search for a Student Worker position typically use the following techniques:

1. Review the Student Worker Contact List, located on the Student Worker page here: [http://www.co.san-diego.ca.us/hr/student\\_worker\\_program.html](http://www.co.san-diego.ca.us/hr/student_worker_program.html). Contact the County Department where you are interested in working. All of the County departments are listed in the front of the telephone directory – in the “government offices” section. You can also visit the County’s website at <http://www.sdcountry.ca.gov>. Here, you can learn what services are provided by the various County departments.
2. If you have a relative or friend who works for the County of San Diego, ask them about the various jobs and services of the department where he or she is employed.
3. Complete a Student Worker Employment Application and take it to your high school office or college registrar’s office to have your student status and unit load verified. This way, your application will be ready to submit to the hiring department. If you have previous work experience, prepare a short resume and attach it to your Student Worker Employment Application.

The County of San Diego employs 16,000 people who provide high quality customer services and work in many occupations with responsibility for protecting the health, safety and quality of life for the region’s 3 million residents. Some of these employment opportunities include: Secretarial and administrative; peace officers including deputy sheriffs, deputy probation officers, medical examiner investigators; librarians; civil and structural engineers; parks rangers; psychologists and therapists; social workers; stock clerks and warehouse workers; agricultural inspectors; jail booking clerks; registered nurses and nurses aides; building inspectors; food services workers; animal control officers and kennel workers; accountants and account clerks; attorneys including deputy district attorneys, public defenders and county counsel; and human resources analysts.



COUNTY OF SAN DIEGO  
 EMPLOYMENT APPLICATION  
**STUDENT WORKER**

FOR DHR USE ONLY

**DEPARTMENT OF HUMAN RESOURCES**

1600 Pacific Highway, Rm. 207, (MS: A-8) San Diego, CA 92101  
 Toll Free Job Line: (866) 880-9374; General Information: (619) 236-2191  
 DHR Telecommunications Device for the Deaf: (619) 531-5362; Fax: (858) 467-9020  
 Hearing Impaired, California Relay Service: 800-735-2929 (TDD)/800-735-2922 (Voice)

Hiring Dept: :  
 Class Title :  
 Salary Step :  
 Hire Eff. Date :

**Instructions: Submit application directly to department of interest. (See student worker contact list.)**

EMPLOYEE ID (County Use Only)					
LAST NAME			FIRST NAME		MI
STREET ADDRESS					
CITY			STATE	ZIP CODE	
AREA CODE	PHONE NO. (DAY)	EXT.	AREA CODE	PHONE NO. (EVENING)	EXT.

**FOR COLLEGE STUDENT:** NAME OF COLLEGE/UNIVERSITY: \_\_\_\_\_

UNDERGRAD STUDENT  
YEAR IN SCHOOL (Check One):  FR  SOPH  JR  SR

GRAD STUDENT  
PURSuing A (Check One):  MASTER'S DEGREE  DOCTORATE DEGREE

WHEN DOES YOUR CURRENT  QUARTER OR  SEMESTER BEGIN? \_\_\_\_\_ END DATE \_\_\_\_\_

MAJOR: \_\_\_\_\_

MINOR: \_\_\_\_\_

EXPECTED DATE OF GRADUATION: \_\_\_\_\_

**FOR HIGH SCHOOL STUDENT:** NAME OF SCHOOL: \_\_\_\_\_

YEAR IN SCHOOL (Check One):  FR  SOPH  JR  SR

TYPES OF WORK DESIRED:

1) \_\_\_\_\_  
 2) \_\_\_\_\_

SEX:

MALE  FEMALE

3) \_\_\_\_\_  
 4) \_\_\_\_\_

\_\_\_\_\_  
 Student's Signature

\_\_\_\_\_  
 Date

**County of San Diego**  
**Student Worker Program Student Unit Load Verification**

**Student's Name:** \_\_\_\_\_

**If continuing/returning Student Worker, Employee ID No.:** \_\_\_\_\_

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**ALTERATIONS WILL INVALIDATE THIS FORM**

**HIGH SCHOOL**

Name of School: \_\_\_\_\_

Is Student full-time:     Yes         No

Expected Graduation Date: \_\_\_\_\_

Verified by: \_\_\_\_\_  
(Registrar's Signature)

Date: \_\_\_\_\_

Verified by: \_\_\_\_\_  
(Registrar's Signature)

Date: \_\_\_\_\_

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**COLLEGE/UNIVERSITY (To be completed by College/University Registrar)**

College/University Name: \_\_\_\_\_

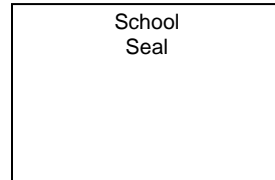
Check one from each row:

<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Graduate		
<input type="checkbox"/> Semester	<input type="checkbox"/> Quarter		
<input type="checkbox"/> Winter	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	<input type="checkbox"/> Fall

Is Student full-time:     Yes         No

**Note:** If student is not attending full-time summer session, registrar should verify previous semester/quarter.

Current Unit Load: \_\_\_\_\_  
Accumulated Completed Units: \_\_\_\_\_  
Expected Graduation Date: \_\_\_\_\_



Accredited by: \_\_\_\_\_

Verified by: \_\_\_\_\_  
(Registrar's Signature)

Date: \_\_\_\_\_

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**CALWORKS:** Students must attach documentation verifying classes attended, classes currently enrolled in and future coursework. A letter from a Job Developer or Employment Case Manager giving the student permission to work must also be submitted.

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All student worker appointments are hired on a temporary basis, are paid an hourly rate, do not receive benefits, and work at the discretion of the appointing authority. Student Workers can be employed until such time as they no longer meet the program requirements or the department determines that the work is no longer required. Student Workers no longer meeting the program requirements are subject to termination (refer to Student Worker Job Information for eligibility requirements).

In order to apply for student worker positions, applicants must be full-time students. It is the responsibility of each student to take the Student Unit Load Verification (SULV) form to his or her respective school, college or university. The SULV form must be completed, signed, dated and stamped by the registrar. If employed, it is the student's responsibility to have their enrollment re-verified every quarter or semester. Full-time students who reduce their unit load to less than full-time or drop out of school, are no longer eligible to be employed and will be terminated. It is the student's responsibility to keep their hiring department informed as to changes to unit load. Please refer to the Student Worker Guidelines for more information regarding student worker eligibility requirements.

**STUDENT DECLARATION:** All answers and statement in this document are true and complete to the best of my knowledge and belief. I declare that this form has been verified and validated by authorized personnel at my educational institution. I understand that falsified information will automatically be cause for rejection of my application and/or dismissal from student worker employment.

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**Student's Signature**

**Date**