



Office of Student Employment

GRADUATE ASSISTANT REQUEST FORM

The top portion of this form is to be completed by the requestor when applying for a Graduate Assistant position. Upon completion of Part A, please forward to the Office of Student Employment. The Office of Student Employment will obtain the necessary signatures in Part B. Once the request is reviewed, the Office of Student Employment will notify the requestor of the status of the position.

A. Date of Request: _____ Requestor: _____
Department: _____ Position / Title: _____
Reports to: _____ Date Position Available: _____
Additional Request- Computer: _____ Furniture: _____ Misc: _____
(Please check which option applies)

☐ **Option A, Budgeted annual salary \$3440 -**

Eligibility:

- Matriculated graduate student registered for 3-5 credit hours per semester

Commitment:

- 10 hours per week

Compensation/Benefits:

- Tuition – 25% reduction of tuition (normal, full-time rate or credit hour rate)
- Pay Rate – \$10/hour unless minimum wage dictates a higher hourly rate (not to exceed \$1500 per semester)
- Room and Board – N/A

☐ **Option B, Budgeted annual salary \$6880 -**

Eligibility:

- Matriculated graduate student registered for 6 credit hours per semester

Commitment:

- 20 hours per week

Compensation/Benefits:

- Tuition – 50% reduction of normal, full-time tuition
- Pay Rate – \$10/hour unless minimum wage dictates a higher hourly rate (not to exceed \$3000 per semester)
- Room and Board – N/A

Please attach a job description and rationale for position requested

B. Approved Not Approved

VP or Dean for Functional Area

C. Position Requisition: ☐ Approved ☐ Not Approved

VP of Human Resources & Personnel Development

☐ Approved ☐ Not Approved

VP of Financial Affairs

☐ Approved ☐ Not Approved

President