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 $3000 -
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 $6000 -
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. Position Requisition: ☐ Approved ☐ Not Approved
☐ Approved ☐ Not Approved
☐ Approved ☐ Not Approved
☐ Approved ☐ Not Approved

VP of Human Resources & Personnel Development

VP or Academic Dean for Functional Area

VP of Financial Affairs

President