

**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 request.

A. Date of Request: \_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position / Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ( Please check which option applies)

* ***Option A –***

*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 (not to exceed $1500 per semester)
* Room and Board – N/A
* ***Option B –***

*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 (not to exceed $3000 per semester)
* Room and Board – on-campus housing and/or housing allowance and meal plan may be offered

Please attach a job description for position requested

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B.

###  Position Requisition: ❒ Approved ❒ Not Approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Director of Human Resources

 ❒ Approved ❒ Not Approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 VP or Academic Dean for Functional Area

 ❒ Approved ❒ Not Approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 VP/Treasurer

 ❒ Approved ❒ Not Approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 President