

SECTION 1

STUDENT INFORMATION

Last name _____ First name _____ Middle initial _____
M# _____ Date of birth _____

SECTION 2

POSITION INFORMATION

Graduate Research Assistant

Duties: Conducts research under supervision of faculty member; library research, computer programming, laboratory experiments, scientific investigations, writing and editing material, etc.

Graduate Assistant I

Duties: Facilitates operations and management for a specific program or clinic; managing, organizing, overseeing campus events/spaces, scheduling and/or mentoring other students.

Graduate Assistant II

Duties: Similar to the duties of a GAI with the addition of required specialized certification or the responsibility of supervising other student employees or graduate assistants.

Department _____ Department's org/budget number _____
Supervisor _____ Timesheet approver (if different from supervisor) _____

SECTION 3

ACTION TYPE

New hire Re-appointment

Fall Spring Summer Year _____ (GAs are appointed on a per semester basis.)

Effective date of post hire changes (if applicable) _____

Change in funding source Pay rate change

Termination due to graduation/withdrawal Voluntary termination Involuntary termination

SECTION 4

FUNDING SOURCE AND TERMS OF PAYMENT

Pay this GA from organization/budget # _____ -6125 \$ _____ per hour.

SECTION 5

AUTHORIZATION

Budget director's signature _____ Date _____

Dean's/director's signature _____ Date _____

Provost's/division head's signature _____ Date _____

President's signature _____ Date _____

(President's signature is required if paying hourly rate above step 3 of the GA pay matrix.)

SECTION 6

ELIGIBILITY To be completed by Registrar

This student meets does not meet enrollment and academic standards required of graduate assistants.

Registrar's signature _____ Date _____

SECTION 7

Position # _____ SPAF copied to Student Aid Office Yes No

Student is authorized to work from _____ to _____

Action acknowledged by HR HR signature _____