REQUEST TO ESTABLISH/RENEW A GRADUATE ASSISTANTSHIP

I. □ INITIAL REQUEST TO ESTABLISH A GRADUATE ASSISTANTSHIP POSITION - Complete all parts A-D

II. □ RENEWAL OF GRADUATE ASSISTANTSHIP POSITION - Complete A, B, C, and D.1 and 2 only.

A. DEPARTMENTAL INFORMATION

ACCOUNT NUMBER_____________________

DEPARTMENT________________________________DATE OF REQUEST______________________

REQUESTED BY____________________SUPERVISOR’S NAME______________________

APPOINTMENT START DATE________________________ END DATE______________________________

MONTH   DAY   YEAR                                MONTH   DAY   YEAR

NUMBER OF WORK WEEKS__________________NUMBER OF HOURS PER WEEK__________________

(MAXIMUM 20 HOURS)

WAGE/RATE PER HOUR______________________TOTAL STIPEND AMOUNT______________________

TOTAL FEE WAIVER AMOUNT__________________

NUMBER OF CREDIT HOURS ALLOWED PER SEMESTER: FALL_____ SPRING_____ SUMMER_____

B. Signatures

Complete and sign the Request to Establish/Renew A Graduate Assistantship form and return it to the Office of Graduate Studies.

SIGNATURE________________________________DATE____________________

SUPERVISOR

SIGNATURE________________________________DATE____________________

FISCAL AGENT

SIGNATURE________________________________DATE____________________

BUDGET DIRECTOR

SIGNATURE________________________________DATE____________________

DIRECTOR, GRADUATE STUDIES
C. Renewal

Position last held by____________________________________________________

Name of student recommended, if any______________________________________

D. Please describe in as much detail as possible the primary duties and responsibilities of the proposed graduate assistantship. Be as clear and concise as possible. (Add additional page if necessary.)

1. Check the type of support provided by the position. If more than one type applies, check the primary type.
   ___ Instructional Support (grade papers, teach laboratory sections, lead recitation sections, etc.)
   ___ Research/Public Service Support (undertake and assist in research and/or public service activities)
   ___ Administrative Support (clerical and administrative support activities)

2. Summarize in one brief statement the functions of the position.

3. List the primary duties in order of importance (duties performed on a regular basis).

4. Periodic duties (duties performed at fixed or occasional intervals).

5. Please indicate the minimum qualifications for the position.
   a. Education______________________________________________________________
   b. Experience____________________________________________________________
   c. Skills, knowledge, and abilities________________________________________

6. Additional Comments____________________________________________________

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