

1819 GRADUATE ASSISTANT HIRING NOTIFICATION
General Information

Office Use Only		
First Name:	# of Pages:	Tracking Code: GAFORM
Last Name:	Current Status:	Prepped by:
BID:	Prior Status:	Date Prepped:

An offer of a Graduate Assistantship is for up to two year and is either 9 or 12-months in length. Students must work 20 hours per week with the exception of scheduled breaks and approved holidays. The stipend is \$6300 (9 month) or \$8400 (12 month) for the first year and \$6750 (9 month) or \$9000 (12 month) for the second year, paid on a bi-weekly basis. Students get tuition remission for eligible courses taken during the academic year. Tuition remission for Maymester and summer courses is only available to those in 12-month positions who start their position prior to starting summer courses.

Once a student is hired, they cannot begin working until their undergraduate degree is conferred and all their paperwork is formally processed. Please understand, this can take several weeks to finalize. Supervisors, therefore, need to plan ahead in their hiring.

It is a supervisor's responsibility to notify the Office of Financial Aid, using the Graduate Assistantship Change Form if a student ends their employment prior to the end date of the assistantships or changes from a 9 month to 12 month position.

9 Month Graduate Assistantships-Dates for a 9-month graduate assistantship will be from **August 20, 2018-May 17, 2019**. Students may begin their assistantship any date following August 20th but will be automatically placed on hiatus effective May 17, 2019 unless supervisors communicate an earlier hiatus date. There are no extensions past May 17, 2019. Students in their second year of their assistantship will be terminated effective with their degree completion date or earlier if student leaves their assistantship, separates from the college, or completes their degree requirements prior to this date.

12 Month Graduate Assistantships-Dates for a 12 month graduate assistantship will be from **May 21, 2018-May 17, 2019**. Students may begin their assistantship any date following May 21, 2018 but will be automatically renewed for the second year of their assistantship effective May 20, 2019. Students in their second year of their assistantship will be terminated effective with their degree completion date or earlier if student leaves their assistantship, separates from the college, or completes their degree requirements prior to this date.

Applicant information

Selected Candidate	Banner ID	Department/Org#
Position Title	Posting Number	
Should the posting be closed?	If no, how many more students are you hiring?	
Student's program of study	Start date	
Number of months (9 or 12)?		

Supervisor Information

Supervisor Name: _____ Phone Extension: _____

Email: _____ Department Chair/Director _____

Authorizations

If adjustments are made between supervisor and graduate assistant **after** the submission of this form, it is the supervisor's responsibility to notify the Office of Financial Aid immediately in order for the changes to be processed.

Supervisor Signature: _____

Graduate Assistant Signature: _____