

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

2020-2021 GRADUATE ASSISTANT HIRING NOTIFICATION

General Information

An offer of a Graduate Assistantship is for one year, renewable for a second year based on performance. Assistantships are 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. Students can, however, begin taking classes while awaiting degree conferral if they can demonstrate that they have met all degree requirements.

It is a supervisor's responsibility to notify the Office of Financial Aid, using the Graduate Assistantship Change of Status 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. A supervisor may hire a replacement for a graduate assistant who ends their employment early, but the replacement's year one eligibility ends on the normal May 21, 2021 cycle.

9 Month Graduate Assistantships-Dates for a 9-month graduate assistantship will be from **August 24, 2020-May 21, 2021**. Students may begin their assistantship any date following August 24th but will be automatically placed on hiatus effective May 21, 2021 unless supervisors communicate an earlier hiatus date. There are no extensions past May 21, 2021. Students in the second year of their assistantship will be terminated effective with their degree completion date or earlier if the 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 26, 2020-May 21, 2021**. Students may begin their assistantship any date following May 26, 2020 but will be automatically renewed for the second year of their assistantship effective May 24, 2021. Students in the second year of their assistantship will be terminated effective with their degree completion date or earlier if the student leaves their assistantship, separates from the college, or completes their degree requirements prior to this date.

Graduate Assistant information

Name	Banner ID
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)	Department/Org#

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: _____