

# APPOINTMENT OF A GRADUATE ASSISTANTSHIP FOR 2022-2023 ACADEMIC YEAR

This form is to be completed by the job supervisor/program coordinator for each student awarded a Graduate Assistantship. **THIS FORM MUST BE COMPLETED EACH SEMESTER** and submitted to the Office of Graduate Studies by the deadlines stated below. Contracts will not be issued if appointment forms are received after said deadlines. If this form is not completely and properly filled out, it will be returned to the department/area for completion.

Fall 2022: July 1, 2022  
Spring 2023: November 4, 2022  
Summer 2023: March 17, 2023

Please contact Sharon Coombe (ext.5137) with questions.

**Students cannot begin working until their contract, employment paperwork and ALL clearances are processed by payroll. Supervisors, PLEASE check with your GAs.**

Please Select:

- Academic Department Graduate Assistant       Reoccurring SEM or Student Affairs Graduate Assistant  
 Eighth Time (5hrs/wk)       Quarter Time (10hrs/wk)       Half Time (20hrs/wk)

Department/Area requesting the GA position: \_\_\_\_\_

Department/Area Funds Center #: \_\_\_\_\_ Semester of Appointment: \_\_\_\_\_ 20\_\_\_\_

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_

BU Email Address \_\_\_\_\_@huskies.bloomu.edu

CURRENT Mailing Address \_\_\_\_\_  
(Street) (City) (Zip code)

- In State Tuition       Out of State Tuition

Has the student previously held a Graduate Assistantship position? \_\_\_\_\_ If Yes, where? \_\_\_\_\_

**ACADEMIC**

**REOCCURRING**

\_\_\_\_\_  
(print & sign) Program Coordinator Date

\_\_\_\_\_  
(print & sign) Job Supervisor Date