

APPOINTMENT OF A GRADUATE ASSISTANTSHIP FOR 2024-2025 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 2024: July 1, 2024
Spring 2025: November 4, 2024
Summer 2025: March 14, 2025

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 _____

Student Email Address _____ @ _____

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