WESTERN
CONNECTICUT
STATE
UNIVERSITY

GRADUATE ASSISTANT HIRE FORM

NAME:

      First   Middle   Last

ADDRESS:

      Street   Apt.

      City   State   Zip Code

BANNER ID NUMBER: TELEPHONE #:

WCSU E-MAIL ADDRESS: (WCSU Email needed for CORE-CT)

DEPARTMENT INFORMATION

SEMESTER: Fall   Spring   YEAR: GRADUATE ASSISTANT FIRST TIME   RENEWAL

POSITION: DEPARTMENT:

STUDENT ADMITTED TO DEGREE PROGRAM AT WCSU: YES   NO

STIPEND PER SEMESTER:

$4,800 max. 20 hrs.	$2,400 max. 15 hrs.	$1,800 max. 10 hrs.	$1,200 max. 5 hrs.	START DATE*	END DATE

*Employee may not start working until approved by Human Resources

RESUME ATTACHED (FIRST TIME GRADUATE ASSISTANT)

DEPARTMENT CHAIR/SUPERVISOR APPROVAL: DATE:

ACADEMIC AFFAIRS VERIFICATION

APROVAL: DATE:

TITLE:

HUMAN RESOURCES

CONFIRMATION FROM GRADUATE ADMISSIONS   JOB DESCRIPTION

BACKGROUND CHECK MATERIALS SUBMITTED:

APPROVED BY HUMAN RESOURCES: DATE:

FINANCIAL PLANNING AND BUDGET OFFICE

BUDGET NAME: GRADUATE ASSISTANTSHIP PROGRAM
FUND #:   X12000
ORG #:   W20002
ACCOUNT #:   601304
PROGRAM #:   404600

APPROVED BY BUDGET OFFICE: DATE: