

## GRADUATE ASSISTANT HIRE FORM



Name: \_\_\_\_\_

First / Middle / Last

Banner ID #: \_\_\_\_\_

Address: \_\_\_\_\_

Street / City / State / Zip Code

Telephone #: \_\_\_\_\_

WCSU E-mail Address: \_\_\_\_\_ (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. 20hrs ☐ \$2,400 max. 15hrs ☐ \$1,800 max. 10hrs ☐ \$1,200 max. 5hrs

\*Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

*\* Note: Attach the job description to this form. Graduate assistants may not start working until approved by HR.*

Dept. Chair/Supervisor Name: \_\_\_\_\_

Dept. Chair/Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SCHOOL OF GRADUATE, INTERNATIONAL, AND CAREER STUDIES VERIFICATION

Enrollment Confirmation: ☐ Full-time ☐ Part-time How many credits: \_\_\_\_\_ GPA: \_\_\_\_\_

Reviewer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SGICS Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### HUMAN RESOURCES

Background Check Materials Submitted: \_\_\_\_\_

Approved by Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

### FINANCIAL PLANNING AND BUDGET OFFICE

Budget Name: Graduate Assistantship Program

Approved by Budget Office: \_\_\_\_\_ Date: \_\_\_\_\_