

**Graduate Assistant Position Description**

The purpose of this document is to track the types of positions held by graduate students, the responsibilities of those positions, and the contributions of our graduate assistants to the campus. Please complete this form in full for each unique graduate assistant position in your department or unit. A position description must be on file in the School of Graduate Studies or submitted with the employment request before an employment request can be processed.

**Date Submitted:**

**Position Title (if titled in specific role, eg. Instructor, Advisor, etc.):**

**Position Type:**

Teaching Assistantship     Research Assistantship     Program Assistantship

**Number of Graduate Assistants in this Role:** \_\_\_\_\_

**Hiring Department / Supervising Department:** \_\_\_\_\_

**College or Administrative Unit:** \_\_\_\_\_

**Direct Supervisor Name(s) and Email(s):** \_\_\_\_\_

**Stipend Amount:** \$ \_\_\_\_\_

**Funding Source(s):**

Graduate Studies

Department/College

Grant

Continuing Studies

Financial Aid

Other \_\_\_\_\_

**Type of Appointment:**  Full-time (20)     Part-time (10-15)     Annual     Semester

**Responsibilities:**

One to three sentence description of position and 5 to 10 bullet points listing specific GA responsibilities

