Graduate Assistantship Assignment Form

Date: College:

Name of graduate assistant:

Student I.D.# Final four digits of social security #:

Immediate supervisor(s) of graduate assistant:

Program assigning grad assistant: Budget (ORG) number for program/college:

Assigned duties: If you have not yet submitted your Graduate Assistant Job Description form, please complete that form and submit it with this assignment form. No graduate assistant will be officially hired until our office receives a job description for the student's position.

I have already submitted a job description: I will submit a job description:

Semester hours of tuition being awarded to graduate assistant:

Fall Year	**Spring** Year
☐ 9 s.h. of course credit (full)	☐ 9 s.h. of course credit (full)
☐ 4.5 s.h. of course credit (half)	☐ 4.5 s.h. of course credit (half)

If you are awarding your grad assistantship in an increment of other than 9 or 4.5 semester hours, indicate number of hours here:

Hours for Fall: Hours for Spring:

Note: Starting in 2011-12, graduate assistants' work obligations will begin the week before the fall term and the week before spring term. All graduate assistants will be required to attend Graduate Assistant Orientation before the fall term, and graduate assistants will be expected to staff the university's graduate orientations before fall and spring terms.

Full-time graduate assistants are expected to work 17 hours/week during the semester of their assistantship, for a total of 16 weeks; half-time assistants are expected to work 9 hours/week. Under no circumstances are students allowed to average more than 17 hours/ week for the 16-week work period. Full-time pay for both semesters currently is $5,200.

Signature of College Dean or Department/Program Chair Date

Approved: Associate Provost of Graduate Studies Date

Please submit to Associate Provost of Graduate Studies, Room 828-AUD or send to graduatedean@roosevelt.edu 4/12