

Please Submit a Total of TWO (2) Documents to Phyllis M. Bibb:
Original Form on **Blue** Paper, Copy on **White** Paper
TK: _____

SCHOOL OF ENGINEERING AND APPLIED SCIENCE GRADUATE ASSISTANTS APPOINTMENT FORM

CORRESPONDENT'S PHONE: _____

TO: PHYLLIS M. BIBB/SEAS BUDGET OFFICE

FROM: **Self-Service Manager:** _____
Print Signature

Chairman's Approval: _____
Signature

SUBJECT: APPOINTMENT OF GRADUATE ASSISTANT

I wish to hire the below named individual as a Graduate Assistant. This Graduate does not qualify for a Graduate Research Assistants or is in between programs. He/She will be paid on a timesheet basis understanding the limitation of total dollar amount may obligate the hiring department to pay his/her tuition and fees. All pertinent information follows:

NAME: _____ Social Security # (Last 4 digits ONLY): ____

GPA: _____ DOES THE STUDENT HAVE ANY OTHER EMPLOYMENT? YES NO
IF YES, PLEASE EXPLAIN:

PAYRATE: _____ (Range from \$7.25 to \$21.00)

ESTIMATED HOURS PER WEEK (MAX): _____

APPOINTMENT PERIOD: _____
(First day & last day to be worked)

START DATE: _____ STOP DATE: _____
PROJECT # ___ / ___ / ___ / ___ / ___ / ___ AWARD # ___ / ___ / ___ / ___ / ___ / ___ / ___
ORGANIZATION # ___ / ___ / ___ / ___ / ___

EXPLANATION OF NEED OF HIRE:

Principal Investigator: _____ Signature: _____

Must be Approved by Graduate Programs: _____ Date: _____

If Research **Must** be approved by Res. Admin.: _____ Date: _____