



**Grant-Funded Graduate Assistant Appointment and Job Description**

This form should be completed by the grant program principal investigator making the appointment. A job description must be submitted for each type of position. This form must be signed by the program director and approved by the Institute for Public Service and Sponsored Programs.

**I. Student Information**

Student's Name: \_\_\_\_\_

Student's ID #: \_\_\_\_\_ Graduate Major: \_\_\_\_\_

Student's Email: \_\_\_\_\_

**II. Position Information**

Position Title: Grant-funded Student Position Position Number: 65300010

Appointment Term:  Fall Only  Spring Only  Academic Year  Summer Only

Tuition:  In-state  Out-of-state Is the grant paying for fees? Yes No

Number of credits covered by grant: \_\_\_\_\_ Hourly pay rate: \$ \_\_\_\_\_

Cost Center assigned to grant funding this position: \_\_\_\_\_

Name of grant funding this position: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Department: \_\_\_\_\_

**III. Approvals**

\_\_\_\_\_  
Program Director/Authorized Signature Date

\_\_\_\_\_  
IPSSP Director/Authorized Signature Date

**IV. Graduate School Use**

Admitted to degree program: \_\_\_ Yes \_\_\_ NO Start date: \_\_\_\_\_

QPA: \_\_\_\_\_ School of Graduate Studies confirms that the above student meets all GA academic requirements: \_\_\_\_\_

## V. Graduate Assistant Job Description

Name and title of person to whom the graduate assistants will report for work assignments:

Provide a brief (one or two sentence) description of this position:

List all graduate degree programs which would be appropriate for this position:

Briefly describe educational benefits to the student. How will this assistantship increase knowledge of the discipline or benefit the student in other ways related to the program of study?

In priority order, list the skills you expect the graduate assistants in this position to possess:

List all duties and responsibilities of this position. Indicate with an asterisk (\*) those duties that are considered essential to the position:

Describe the training that graduate assistants will receive in order to perform their duties:

Describe the procedures that will be used to evaluate the performance of graduate assistants: