

# Request for a New Graduate Assistant Position

## New Position Information:

Type of Position Requested:  9-month  12-Month

This will be a senior GA position:  Yes  No

Percentage of appointment for the new position:  25% (GA can work a maximum of 10 hours per week)  
 50% (GA can work a maximum of 20 hours per week)

Amount of the Graduate Assistant stipend: \_\_\_\_\_

CCN to pay Graduate Assistant stipend: \_\_\_\_\_

Supervisor of the new GA position: \_\_\_\_\_

The duties of the new GA position: \_\_\_\_\_  
\_\_\_\_\_

How the tuition waiver is funded:

- Centrally Funded  
 Departmental Cost Center Number  
 Grant Cost Center Number

Cost Center Number: \_\_\_\_\_

## Departmental Information:

Position requested by: \_\_\_\_\_ Department: \_\_\_\_\_

Contact information:

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Campus Mail Stop: \_\_\_\_\_

Graduate School Use Only:

Approved  Denied

Comments: \_\_\_\_\_ Initial/Date: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_