

Instructions: Please complete the position description and route to the Department Head of the College/Unit.

Name:

Graduate Teaching Assistant: _____

College/Admin Unit:

Graduate Research Assistant: _____

Department:

Working Title (optional):

FTE:

Term of Service: ___ 9-Mo ___ 12-mo ___ Term-to-Term

Effective Date:

Relevant Health & Safety Information:

Required qualifications (include specialized instruction and/or licenses or certificates):

Does this position directly supervise other employees? ___ Yes ___ No

If yes, complete remainder of this section and forward a copy to the Office of Human Resources.

Number of employees supervised: _____

Types and number of employees supervised:

Total FTE of those supervised: _____

_____ students
_____ graduate assistants
_____ classified
_____ faculty
_____ other

Graduate Assistant Position Description (page 2)

Duties: List functions and tasks performed with approximate number of hours to be spent on each function during term of appointment.

No. of HOURS		DUTY

Signatures

Employee _____	_____	_____
Name	Signature	Date
Department _____	_____	_____
Name	Signature	Date
College/Unit _____	_____	_____
Name	Signature	Date