

## GRADUATE ASSISTANTSHIP DUTIES AND RESPONSIBILITIES

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Beginning Semester Term: \_\_\_\_\_ Ending Semester Term: \_\_\_\_\_

Type of Assistantship: \_\_\_\_\_ Assistantship Supervisor: \_\_\_\_\_

- A. Attach a job description that includes:
- Duties and responsibilities expected for the Graduate Assistantship position, and how these duties support the university's mission (i.e. teaching, research, or administrative service).
  - Specifications of the job's requirements and a timetable for delivery.
  - Number of work hours required of the GA each week (cannot exceed 19.5).
  - Objectives for student learning.
  - Noting all GAs must maintain a minimum institutional GPA of 3.0 to retain their position.
- B. The Assistantship Supervisor and the Graduate Assistant will discuss the above listed duties and responsibilities, prior to both parties signing this form.
- C. The Assistantship Supervisor will provide the Graduate Assistant with a performance evaluation at the end of each semester. Final evaluations of the quality and outcomes of the Graduate Assistantship will be obtained by the School of Graduate Studies following the culmination of the assistantship.

\_\_\_\_\_  
Graduate Assistant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Hiring Manager's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Graduate Program Director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Academic Dean/Division Lead's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean, School of Graduate Studies' Signature

\_\_\_\_\_  
Date