

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:
 - a. 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).
 - b. Specifications of the job's requirements and a timetable for delivery.
 - c. Number of work hours required of the GA each week (cannot exceed 19.5).
 - d. Objectives for student learning.
- 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