

Graduate Assistant Assignment Approval Form

Student Name

EMPLID

Hiring Unit

Budget #

Contract period

Hours/Week

Job Code

Semester/Term

Year

Description of assignment and duties *(For example, specify the course /section number(s) the assistant is assigned to teach or in which the student will assist. List the student's supervisor. Briefly describe the work the student must perform to carry out the assignment. For students funded by an external agency, supply the grant number, PI, and name of the funding agency.)*

Approvals

Chair/Director or Director of Graduate Studies

Date

College Dean

Date

Human Resource Services

Date

For HRS Use Only:

_____ Exempt from the 5250 rule

_____ Non-Exempt from the 5250 rule