KUTZTOWN UNIVERSITY GRADUATE ASSISTANTSHIP REQUEST FORM

(Use a separate form for each assistantship requested, i.e., two assistantship requests require two different forms, even if the description of the assistantship is the same.)

Graduate assistantships are awarded on a competitive basis for nine months (fall and spring semesters). They are linked to the learning outcomes of graduate programs and enhance the graduate student's educational experience. Graduate assistants must be admitted to a graduate degree program and enrolled for at least 6 or 9 credits each fall and spring semester that are applicable to their program of study.

Department/Program/Office

GA Position Type: New GA Position Previously Department Funded GA

Previously Externally Funded GA Previously Centrally Funded GA

Will your Current GA be Retuning: If Yes Name:

Position Terms for the GA Position: Start Year:

GA Position Title:

*Title should reflect the overall skills or function (i.e. Design Assistant) rather than the department name (i.e. Graduate Studies).

Supervisor: Supervisor Phone:

Supervisor Email:

Position Description (200 word maximum): Include: type of skills needed, level of prior experience needed in this area (if any), and soft skills as they apply to this role. (This text will be used for posting the position if the position is approved.)

What is the educational benefit to the Student?

What is the importance of the position to university operations?	
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Funding Source for Graduate Assistantship: <u>Central</u> <u>Department</u>	
External	3
Please select one funding source, supply information, and obtain approval signatur	₽ S.
The approved list of GA positions eligible for central funding is maintained by the Provos	st Office.
Funding Source:	
Hours for GA:	
Name of Department	
Name of Funding Source	
KU Cost Center Number	
Signatures:	
Submitted by:	Date
Department Chair/Director Approval:	Date
Dean of Graduate Studies:	Date

Received by Graduate Studies: _____ Date _____