

## CHHS Graduate Assistant Hiring Process

- 1) The Department Head (or Proxy) will provide the CHHS Graduate Assistantship Expert (Stephanie Wood) *no later than 1 July* a spreadsheet with the following information [Dept List](#):
  - Name of Student
  - ID #
  - Type of graduate assistant – GT, GR, GI, GG (teaching assistant, research assistant, assistant instructor, general graduate assistant).
  - Total stipend amount and index
  - Total tuition waiver amount and index
  - Term of appointment (fall, spring, both)
  - Department Head name for contract
  - Name of Faculty supervising GA
  - Detailed description of departmental requirements or duties for position
- 2) Stephanie Wood will contact prospective Graduate Assistants and make an offer contingent upon budget approval and completed background check.
- 3) Stephanie will:
  - Initiate Background check with charge going back to Dept.
  - Originate Graduate Assistantship Agreement Form
  - Send Agreement Form to student for signature
  - Send completed Agreement Form to Department Head for signature
  - Initiate all EPAFs as needed
  - Forward Agreement to CHHS Dean's Office Budget Coordinator for signature and filing with Grad. School
- 4) Stephanie will work with Faculty Fellow to distribute and reconcile annual evaluations to faculty supervisor and graduate assistant.