



Graduate Assistant Position Requisition

Date: _____ Dept Name: _____ Dept Number: 1-1820-5030

Position Title: Graduate Assistant Academic Year: _____

Type of Request (attach rationale)

- New Grad Assistant Position
- Replacement Grad Assistant
Grad Assistant to be Replaced: _____
- Returning Grad Assistant
Grad Assistant Returning: _____

Type of Graduate Assistant

- Full Grad Assistant (20 hours per week)
- ¾ Grad Assistant (15 hours per week)
- Half Grad Assistant (10 hours per week)

Special Conditions or Considerations for the Position:

Approvals / Signatures Required:

_____ Supervisor	_____ Date	_____ Division Vice President	_____ Date
_____ VP of Finance & Administration/CFO	_____ Date	_____ Director of Human Resources	_____ Date

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