

Graduate Assistant Handbook

Welcome

Franklin Pierce University Graduate Assistantship Program provides a tuition benefit, along with a stipend, to a select number of full-time graduate students each year. The students have access to a subsidized high quality graduate education, and the University is able to make use of the talent within its own ranks. An assistantship is awarded primarily to help you complete your degree program in an affordable way as well as assisting the University in critical functions. It is important for you to know that your contribution will make a significant impact to Franklin Pierce University.

We are very aware that it is a difficult balancing act to pursue a graduate degree while assisting in teaching, administrative, or research work. We hope that this *Handbook* will answer many of your questions and offer some helpful advice about how to make sure you get the most out of your assistantship. I hope you enjoy your time here at Franklin Pierce and best of luck with your classes.

Sharon Burke
Director of Human Resources

CONTENTS

Basic facts, regulations, and expectations	4
What is an assistantship?.....	4
What are the different types of assistantships?.....	5
Requesting a Graduate Assistant/Notification Process	5
Eligibility	6
Academic Good Standing.....	6
Are there any special requirements for this position?	6
What must I do to be reappointed as an assistant?.....	7
How much do I work each week?.....	7
Can I hold another job in addition to my assistantship	7
How long can I be a Graduate Assistant?	7
Compensation	7
Benefits	8
Leave of Absence.....	8
Supervisory complaints & issues.....	8
Sexual and Other unlawful harassment in the workplace.....	9
Supervisor Duties and Responsibilities	10
Assignments and supervision.....	10
Departmental orientation and training	10
Graduate Assistant Reflections Paper.....	11
Forms	13+

Basic facts, regulations, and expectations

Graduate students play a vital role at Franklin Pierce University. This handbook will identify a number of the professional and academic issues you may encounter in your graduate studies and in your employment with the University.

The goal is to clarify and explore frequently asked questions about assistantship duties and workloads, the importance of professional development, and other concerns commonly experienced by those just starting out in their scholarly endeavors. These concerns include definition of duties, information about workload, terms of assistantships, employment-renewal information, and explanation of payment, tuition waivers and employee benefits.

In recognition of the multiple duties that graduate students perform as beginning scholars, coaches, researchers, business office assistants, and teachers, this handbook aims to clarify your rights and responsibilities at Franklin Pierce University. In your unique position—as both student and employee of Franklin Pierce University—you are protected by Franklin Pierce University, as well as by state and federal laws.

You will be required to attend our Graduate Assistant Orientation that introduces you to your program of study, supervisor, and facilities. You will already have received your letter offering an assistantship and a notification of your duties (Position Description).

You are now a Graduate Assistant (GA), a graduate research assistant (GRA) or a graduate teaching assistant (GTA). For the sake of brevity and conciseness, sometimes the term “Graduate Assistant” in this document is used generically. As you will learn, there are different types, terms, qualifications, requirements, and expectations. Be sure to identify what pertains to your award and, consequently, your rights and responsibilities.

What is an assistantship?

An assistantship is an appointment as a student employee, which offers a financial payment to a graduate student for part-time work in teaching, administration, or research. Both the Graduate Research and Graduate Teacher Assistant appointments are exempt positions and are offered normally on a full or one-half time basis, and each position is awarded an academic year stipend. The Graduate Assistant position is more clerical in nature, thus it is a non-exempt position with an hourly rate of \$7.25 per hour.

A Masters level assistantship will receive the benefit of up to 8 graduate level courses waived for their first year in the program. Should the assistant continue the program into the second year, they will be granted an additional 5 courses to complete their degree requirements. The total awarded classes in the two years shall not exceed 13 courses.

A Doctorate level assistantship will be eligible for 50% of their tuition waived for each year they participate in the assistantship. The total awarded classes shall not exceed 60 courses over a four year period.

What are the different types of assistantships?

There are three different categories of assistantships. You have been assigned an assistantship in a particular category. The descriptions below indicate what is expected of you and what you can expect of your department, program, or office.

Graduate Assistant. Graduate Assistants are appointed to perform various types of duties other than those related directly to teaching or research. Most commonly, GA duties relate to administrative functions of the university.

Graduate Research Assistant (GRA). Graduate research assistants perform duties in support of university research, which may or may not relate directly to the student's thesis or dissertation. A student appointed as a GRA works under the direct supervision of the administrator of the research contract, who often may be his/her major professor.

Graduate Teaching Assistant (GTA). Graduate teaching assistants work under the direct supervision of regular faculty members and may be assigned only to duties related directly to instruction. These include such activities as assisting in the preparation of lectures, leading discussion sections, conducting laboratory exercises, grading papers, and keeping class records. Assistants may not be given primary teaching and/or evaluation responsibilities, nor should they be given duties to support faculty research or those basically clerical in nature. In consultation with the supervisor, the GTA works to gain teaching skills and an increased understanding of the discipline.

Requesting a Graduate Assistant/Notification Process

Departments wishing to fill a Graduate Assistant position must submit a GA Request Form to the Director of Human Resources no later than January 1 of each year. Please indicate on the request form if you are currently a GA and expect to return in the following year. The Director of Human Resources will compile all requests and present them to the Vice President of Finance and Administration, who will present the compiled requests to the Senior Staff for approval.

Notification of position approval will come from Human Resources. Human Resources will notify the student (if currently in place), supervisor, Financial Aid and CGPS administration of all position vacancies for the upcoming academic year. If the position is currently vacant, Human Resources will accept applications and inform applicants of all requirements of the GA program. The recruitment process for vacant GA positions will follow the University's current recruitment policy regarding hiring.

A copy of the GA Request Form is available on the Human Resources website. Approved positions will remain in effect until the end of the fiscal year. All supervisors must reapply for GA positions annually.

Eligibility

Candidates for the Graduate Assistant Program must be students who have been accepted and will matriculate in a Franklin Pierce University Graduate Program. Once hired, the Graduate Assistant will receive a tuition scholarship and a stipend.

Room and board and other educational related costs are not necessarily covered by the assistantship. There is not typically on-site housing available within this program.

To receive (or continue to receive) an assistantship, the graduate student must meet the following eligibility requirements:

- Acceptance in a graduate degree program;
- Although Franklin Pierce University expects every graduate student to strive for academic excellence, at a minimum, all graduate students must be in good academic standing as stated in the Franklin Pierce University's Academic Catalog. The Academic Standards Committee will evaluate all graduate students who have academic issues at the close of each term.
- Each Graduate Assistant must agree to allow their grades to be shared with their Supervisor, the departmental Vice President as well as the Director of Human Resources.
- The Graduate Assistant is required to take a full-time course load
- If a Graduate Assistant is enrolled in the last semester of his/her program of study, the number of registered semester hours may be less than the full-time requirement.
- Graduate Assistants must comply with all University Policies and Procedures as directed in the Administrative Manual located on the Human Resources Web site and CGPS enrollment requirements to retain their assistantship

Academic Good Standing

All Graduate Assistants must maintain good academic standing with an overall graduate **and** degree program GPA of 3.00 or higher each term. Inability to maintain good academic standing with the University may result in academic dismissal. If a Graduate Assistant's overall GPA falls below 3.00, they will automatically be placed on academic probation. Students on academic probation are eligible to maintain their Graduate Assistantship for one additional semester. Graduate Assistants who advance to the next level of academic probation will be ineligible to maintain or renew a Graduate Assistantship. Exceptions to this policy will be made only in very rare circumstances on a case-by-case basis, with final approval made by the Dean of Graduate and Professional Studies or his/her designee.

Are there any special requirements for this position?

Yes, one of the requirements for your graduate assistantship, you will be required to complete a five page paper and submit it to Mary Farrell, Associate Dean of Graduate and Health Studies and Sharon Burke, Director of the Human Resources Department. The paper will be due on or before April 25 of each year. If you do not submit the paper in a timely manner, you will not be allowed to apply for a graduate assistantship in the future.

The purpose of the paper is to assess the manner in which each student met the educational, leadership or research objectives of the assistantship. In writing your paper, please reflect on the following objectives, choosing at least five objectives that were met by the assistantship.

What must I do to be reappointed as an assistant?

Each year the Graduate Assistants must reapply for the position as every position is subject to budget approval annually. A GA application must be submitted to Human Resources no later than April 1st for the following Academic year stating the wish to continue with the Graduate Assistant program. Each year the Graduate Assistant will also need to complete the Tuition Benefit Form and submit it to Human Resources prior to May 30th.

How much do I work each week?

As student employees, Graduate Assistants are balancing professional development through the work experience with progress toward their degree in academic experiences, such as courses, theses, or dissertations. To encourage that balance, Graduate Assistants may not exceed 30 hours of work per week without specific approval of the Human Resources Director.

An important part of each Graduate Assistant's work assignment is the opportunity for professional development that it offers. Such development plus variations in departmental needs may result in differences in the number of hours worked per week as necessary for carrying out assignments. Thus, weekly work assignments, when specified, are stated as averages. The normal number of hours for conducting an assignment should be mutually understood by you and your immediate supervisor.

Can I hold another job in addition to my assistantship?

The Franklin Pierce University has an obligation to facilitate your progress in your degree program. It will be very difficult for you to make adequate and timely progress toward your degree while holding several jobs. Therefore, you are strongly discouraged from seeking additional employment outside Franklin Pierce University. Graduate Assistants are not allowed to hold an additional voluntary or paid position with the University outside their role as a Graduate Assistant.

How long can I hold my assistantship?

The maximum number of years that a graduate student can be appointed to an assistantship is two years for a master's student, three years for a doctoral student.

Will there be compensation?

Yes, both the Graduate Research and Graduate Teacher Assistant appointments are exempt positions and are offered normally on a full or one-half time basis, and each position is awarded an academic year stipend. The Graduate Assistant position is more clerical in nature, thus it is a non-exempt position with an hourly rate of \$7.25 per hour. The University strongly suggests that you have your money direct deposited.

Benefits?

Insurance. All of the Graduate Assistant positions are part time positions which do not qualify for the University's insurance benefit package. Graduate Assistants may qualify for Student Insurance and can contact the Residential Life Office in Rindge for more information.

Meal benefit. When in Rindge, all Graduate Assistants are offered one meal per work day at the subsidized employee rate. If the Graduate Assistant wishes to eat more meals on campus they would be eligible for the discounted employee rate. See the Meal Policy in the Administrative Manual.

Tuition. Positions classified within the Graduate Assistant Program offer either half or full tuition waivers.

- ☞ A Masters level assistantship will receive the benefit of up to 8 graduate level courses waived for their first year in the program. Should the assistant continue the program into the second year, they will be granted an additional 5 courses to complete their degree requirements. The total awarded classes in the two years shall not exceed 13 courses.
- ☞ A Doctorate level assistantship will be eligible for 50% of their tuition waived for each year they participate in the assistantship. The total awarded classes shall not exceed 60 courses over a four year period.

Should the Graduate Assistant wish to take more classes than offered through this program, the total cost of the course will be the student's responsibility. Should the Graduate Assistant drop a class after the official add/drop period, that class will count towards your yearly benefit total.

What if I need a leave of absence because of health, family, or other personal issues?

The university does not provide for paid leave of absence for Graduate Assistants. If you need to take time off from your assistantship, it is your responsibility to make arrangements with your supervisor and/or graduate director. It is imperative that your supervisor/graduate director approves your course of action prior to your leave. Although some time off may need to be taken in the case of an emergency, you are encouraged, when possible, to consult in advance with your supervisor/graduate director about any absences you know will occur.

Should you wish to drop/withdraw from a course while in the Graduate Assistant program, you would need to follow the procedures set forth by the Registrars office. If the class is dropped after add/drop this course will count towards your benefit total.

What if I have a complaint about my supervisor or department about the work required of me?

If you feel that you have a legitimate complaint about any aspect of carrying out your assignments (work hours, duties assigned, pay, work conditions, etc.), you have a right to pursue several channels to resolve the conflict. If possible, you should speak first with your immediate supervisor and if the problem has not been resolved then with his/her supervisor. If you have not had the problem resolved to your satisfaction you also have the right to speak with the Director of Human Resources.

What do I need to know about sexual harassment?

Franklin Pierce seeks to maintain a learning and work environment free from unlawful discrimination, including sexual harassment that may render the educational and working environment hostile, intimidating, and offensive. In its misuse of power and authority, it subverts the mission of the University and may threaten the careers, educational experiences, and well being of faculty, staff and students. Therefore, the University will not tolerate the harassment of any or by any, faculty member, staff member, student or visitor on the basis of sex.

Please refer to the Administrative Manual, Sexual and other Unlawful Harassment.

SUPERVISORS DUTIES AND RESPONSIBILITIES

Departments wishing to fill any type of Graduate Assistantship position must submit a GA Request Form to the Director of Human Resources no later than January 1st of each year. A copy of the GA Request Form is available on the Human Resources website. Approved positions will remain in effect until the end of the fiscal year. All supervisors must reapply for the GA positions annually. Please indicate on the request form the Graduate Assistant already in place and is expected to return in the following year. The Director of Human Resources will compile all requests and present them to the Vice President of Finance and Administration, who will present the compiled requests to the Senior Staff for approval.

Notification of the position approval will come from the Human Resources Office.

Each year, Human Resources will notify the student (if currently in place) of their appointment for the upcoming academic year through an official offer letter. A copy of this letter will be sent to the Supervisor, the Student Financial Services Department and CGPS Administration

Assignments and Supervision

Department Supervisors are required to review/monitor the GA's progress toward his/her degree.

Supervisors must work with Human Resources to create/update a written job description each year for each Graduate Assistant position. Once the job description has been approved, the supervisor will review the duties of the position that the Graduate Assistant is expected to perform at the time the position is offered. The Graduate Assistant will need to sign the job description, make a copy for his/her own file and send the original to Human Resources. Generally, the duties performed by the Graduate Assistant are to be congruent both with educational level of the student and the category of assistantship. Graduate Assistants should not routinely be assigned menial tasks.

Each Graduate Assistant will be evaluated by their supervisor annually. The evaluation review and follow-up should focus not only on assistant-related work being done but should help prepare them for future employment. The supervisor should share the result of the evaluation with the GA and take appropriate follow-up action. In cases where corrective measures must be taken to remedy deficiencies, the student must be notified in writing of recommended action to solve the problem(s). Situations leading to dismissal for cause will follow the termination policy located with the University's Administrative Manual.

Is the department obliged to offer orientation and training of Graduate Assistants?

Yes, although the types of orientation and training may differ for the various types of assistantships. Such orientation and training may be done at the department, college, and/or university level. It is the responsibility of the supervisor to see that Graduate Assistant's are provided appropriate orientation/training. Because there are several kinds of training that should occur beyond the initial orientation/training. Additional may be required and be specific to a particular job function.

Human Resources Department Graduate Assistant Reflections

As one of the requirements for your graduate assistantship, you will be required to complete a five page paper and submit it to both:

Mary Farrell, Associate Dean of Graduate and Health Studies
Franklin Pierce University
5 Chenell Dr.
Concord, NH 03301

Sharon Burke, Director
Human Resources Department
Franklin Pierce University
40 University Drive
Rindge, NH 03461

The paper will be due on or before April 25 of each year. If you do not submit the paper in a timely manner, you will not be allowed to apply for a graduate assistantship in the future.

The purpose of the paper is to assess the manner in which each student met the educational, leadership or research objectives of the assistantship. In writing your paper, please reflect on the following objectives, choosing at least five objectives that were met by the assistantship. Please attach artifacts to this paper which supplement your reflections. A list of examples of artifacts follows the objectives.

Objectives:

Educational:

1. To assist faculty and coaches in meeting the educational or performance goals of a class or team
2. To structure learning experiences for maximum student learning and performance
3. To engage in evaluating student performance
4. To provide individual tutoring or practice for students
5. To develop a network of colleagues in higher education

Leadership:

1. To facilitate student and faculty activities
2. To foster an atmosphere of higher learning in all activities
3. To contribute to the community
4. To identify strengths and weaknesses in yourself

5. To balance teaching, service and inquiry in the assistantship

Research:

1. To assist faculty members in the collection of data
2. To master research software applications
3. To run analyses of data
4. To contribute to literature searches
5. To edit manuscripts
6. To produce manuscripts
7. To publish

Samples of Artifacts (to attach to paper):

1. List of labs/practices run by GA
2. Letters of commendation for work
3. Publications (even in draft form) showing GA as one of authors
4. Summary of research data collected and input by GA
5. List of leadership activities/meetings/individual sessions led by GA
6. Materials produced for students (newsletters, posters, online pieces, etc)
7. Pictures of events/activities/games of relevance to specific objectives
8. List of community activities in support of objectives

Be creative in providing artifacts that support your reflections on the objectives.

Please Note: This paper will be kept in your graduate and in your personnel files, so it cannot exceed 8 ½ by 11 inch size so if you have oversized items that support your reflections, please take a picture of them or reduce them in some way to attach to your paper. Also, if you have ANY questions about your paper, please talk to your supervisor, Associate Dean Farrell (farrellmm@franklinpierce.edu) or Dean Venzke (venzkej@franklinpierce.edu) and we will be happy to assist you.

FORMS

APPLICATION FOR GRADUATE ASSISTANTSHIP

Franklin Pierce University

Date	
Last Name	
First & Middle	
Social Security #	
Email (print clearly)	
Phone:	

Street Address/Apt#	
City, State, Zip	
Country	

Have you been admitted to Franklin Pierce University's Graduate School? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "yes," when?
--	-----------------

What Program?

Term and Year that you plan to begin classes:	
Graduate term(s) you wish to receive a graduate assistantship:	
Are you a current graduate assistant? If "yes," please identify academic year and Department.	
AY:	
Dept:	

Undergraduate & Graduate Degrees	Date Earned or Expected	College/University	Grade Point Average

Name of Present or Previous Employer	Type of Work	Dates Employed			
		From:		To:	
		From:		To:	
		From:		To:	
		From:		To:	

SKILLS	
Computer software packages:	
Computer languages:	
Language other than English:	
Other:	

REFERENCES – PROFESSIONAL

Please list persons, other than relatives, whom you have known at least one year and can comment on your skills and job performance.

1.	_____	_____	_____	_____
	Name	Address	Telephone Number	Relationship
2.	_____	_____	_____	_____
	Name	Address	Telephone Number	Relationship
3.	_____	_____	_____	_____
	Name	Address	Telephone Number	Relationship
4.	_____	_____	_____	_____
	Name	Address	Telephone Number	Relationship

CRIMINAL CONVICTIONS

In the past years have you been convicted of a felony? Yes No

If yes, on a separate sheet of paper, describe each felony, dates, sentence imposed, court convicted, case disposition, and any mitigating circumstances that you might wish Franklin Pierce University to know about.

(Note: A conviction record will not necessarily be a bar to employment. Factors such as your age at the time of the offense, the seriousness and nature of the offense, rehabilitation, and the relation of the offense to employment will be taken into account.)

AUTHORIZATION

I certify that the information that I have supplied in this application (and accompanying résumé, if any) is true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been hired, no matter when discovered.

I understand that all offers of employment are conditional upon proper documentation. I authorize Franklin Pierce University to investigate all statements contained in my application or résumé, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to Franklin Pierce University. I authorize the references provided to disclose information regarding my employment history, character and general reputation to Franklin Pierce University, without giving my prior notice of such disclosure.

I release Franklin Pierce University, its agents, any former employers and all references I have listed from any and all claims, liabilities or demands arising out of or related to such investigation, disclosure or related information.

Date

Signature

EQUAL EMPLOYMENT OPPORTUNITY

Franklin Pierce University is an equal opportunity employer dedicated to a policy of non-discrimination in employment on any basis including race, color, religion, sex, national origin, age, disability, sexual orientation, marital status, or any other class protected by law.

Applicants with disabilities may, consistent with the Americans with Disabilities Act, request accommodation necessary to participate in the application process.

You will be required to provide the appropriate paperwork of legal authorization to work in the United States.

GRADUATE SCHOLARSHIP ASSISTANCE

Student's Name: _____

Graduate Program/Anticipated Degree: _____

Campus: _____

Term	Anticipated Enrollment (credits)	<i>SFS Use Only</i> <i>Calculated scholarship</i>
Grad Term 4		\$
Grad Term 1		\$
Grad Term 2		\$
Grad Term 3)		\$
		SFS TOTAL: \$

Enrollment requirements for participation in the Graduate Assistant program are outlined in the Graduate Assistant Handbook. Enrollment verification will take place at the start of each Graduate term to ensure that appropriate scholarship awards are disbursed.

Student Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

The student must submit this completed form to the Office of Student Financial Services prior to the start of the first term of attendance.

Approved ____	Not Approved ____
_____ Director of Student Financial Services	Date: _____
SFS Reconciliation:	
Total Credit Hrs. \$	

Franklin Pierce University
Position Requisition

Date: _____ Department: _____ Dept # _____

Position Title: Graduate Teacher Assistant Date Needed: _____

Replacement: Grad Assistant to be replaced: _____

Additional Staffing (Rationale attached)

Part-time Temporary: Start Date: 7/1/ End Date: 6/30/

Non-Exempt

Expected Work Schedule: _____

Rate of Pay: _____ Annualized Salary: \$ _____ Budget Transfer Attached (If needed)

Special Conditions or Considerations for the position:

Workspace:

Is there an office or workspace for this position? Yes No

Is all the office or other equipment needed for this position available? Yes No

(If any equipment is not available, please indicate how it will be obtained.)

Approvals

(Your signature indicates that you agree that the attached job description describes a position needed by the College and that you agree that there is funding in the budget for it.)

1. _____ 2. _____
Supervisor Date Vice President Date

3. _____ 4. _____
VP and Chief Financial Officer Date HR Director Date

RECRUITMENT ACTIVITIES WILL BEGIN ONLY WHEN YOU SEND THE FOLLOWING FORMS COMPLETED AND APPROVED TO THE HR DEPARTMENT:

Position Requisition Job Description Approved Posting

Human Resources Use Only

Date all approved forms received: ___ / ___ / ___ Date Posted: ___ / ___ / ___

Position Filled: Date: ___ / ___ / ___

Start Date ___ / ___ / ___

Person _____ Position Control Number _____

Franklin Pierce University
Position Requisition

Date: _____ Department: _____ Dept # _____

Position Title: Graduate Research Assistant Date Needed: _____

- Replacement: Grad Assistant to be replaced: _____
 Additional Staffing (Rationale attached)
 Part-time Temporary: Start Date: 7/1/ End Date: 6/30/
 Non-Exempt

Expected Work Schedule: _____

Rate of Pay: _____ Annualized Salary: \$ _____ Budget Transfer Attached (If needed)

Special Conditions or Considerations for the position:

Workspace:

- Is there an office or workspace for this position? Yes No
Is all the office or other equipment needed for this position available? Yes No
(If any equipment is not available, please indicate how it will be obtained.)

Approvals

(Your signature indicates that you agree that the attached job description describes a position needed by the College and that you agree that there is funding in the budget for it.)

1. _____ 2. _____
Supervisor Date Vice President Date
3. _____ 4. _____
VP and Chief Financial Officer Date HR Director Date

RECRUITMENT ACTIVITIES WILL BEGIN ONLY WHEN YOU SEND THE FOLLOWING FORMS COMPLETED AND APPROVED TO THE HR DEPARTMENT:

- Position Requisition Job Description Approved Posting

Human Resources Use Only

Date all approved forms received: ___ / ___ / ___ Date Posted: ___ / ___ / ___
Position Filled: Date: ___ / ___ / ___

Start Date ___ / ___ / ___

Person _____ Position Control Number _____

**Franklin Pierce University
Position Requisition**

Date: _____ Department: _____ Dept # _____

Position Title: Graduate Assistant (Non-Exempt) Date Needed: _____

- Replacement: Grad Assistant to be replaced: _____
- Additional Staffing (Rationale attached)
- Part-time Temporary: Start Date: 7/1/ End Date: 6/30/
- Non-Exempt

Expected Work Schedule: _____

Rate of Pay: \$7.25 Budget Transfer Attached (if needed)

Special Conditions or Considerations for the position:

Workspace:

- Is there an office or workspace for this position? Yes No
- Is all the office or other equipment needed for this position available? Yes No
- (If any equipment is not available, please indicate how it will be obtained.)

Approvals

(Your signature indicates that you agree that the attached job description describes a position needed by the College and that you agree that there is funding in the budget for it.)

- | | |
|---|---------------------------------|
| 1. _____
Supervisor Date | 2. _____
Vice President Date |
| 3. _____
VP and Chief Financial Officer Date | 4. _____
HR Director Date |

RECRUITMENT ACTIVITIES WILL BEGIN ONLY WHEN YOU SEND THE FOLLOWING FORMS COMPLETED AND APPROVED TO THE HR DEPARTMENT:

- Position Requisition Job Description Approved Posting

Human Resources Use Only

Date all approved forms received: ___ / ___ / ___ Date Posted: ___ / ___ / ___
Position Filled: Date: ___ / ___ / ___

Start Date ___ / ___ / ___ Rate of pay: \$7.25

Person _____ Position Control Number _____