

Franklin Pierce University
Graduate Assistant Position Requisition

Date: _____ Department: _____ Dept # 1820-5030

Position Title: Graduate Assistant Academic Year: _____

Type of Request:

- ☐ New GA Position (Rationale Attached)
- ☐ Replacement GA: GA to be replaced: _____
- ☐ Returning GA: GA returning: _____

Type of Graduate Assistant:

- ☐ Full GA (20-25 hours per week)
- ☐ Half GA (10-15 hours per week)
- ☐ 3/4 GA (15-20 hours per week)

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

1. _____ 2. _____
Supervisor Date Vice President Date

Human Resources Use Only

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

Position Filled: Date: ____ / ____ / ____ Person _____ Start Date ____ / ____ / ____
Rate: \$ _____

Position Control Number _____