

Hiring Form

Please submit this form before employment begins.

For GSR (academic) appointments, please submit to Sam Rifkin

For Assistant (administrative) appointments, please submit to Jenny Holland

Employer (faculty name): _____ Date: _____

Individual to hire: _____ Email: _____

Student ID: _____ Employee ID: _____

Please note that hiring a student as a GSR can trigger fee remission if appointed at greater than 24% or in combination with other GSR, GSI, Reader, or Tutor appointments.

Use Student Assistant title if job duties are administrative in nature (filing, photocopying, etc.) and not research related.

GSR \$16.80/hr

For more academic tasks

_____ 3266 No fee remission

_____ 3276 Partial fee remission

_____ 3282 Full fee remission

or

Student Assistants

For more administrative tasks

_____ 492IU STDT II

_____ Specify Hourly Rate
(Lvl 1: \$10/hour, Lvl 2: \$12.50/hour, Lvl 3: \$15/hour)

_____ 4920U STDT III

_____ Specify Hourly Rate
(Lvl 1: \$12.50/hour, Lvl 2: \$16.25/hour, Lvl 3: \$20/hour)

Student Status

_____ Grad

_____ Undergrad

_____ Not a student

Currently Working on Campus?

_____ Yes

_____ No

Workstudy?

_____ Yes

_____ No

Other info

Number of hours needed per week _____

Total compensation not to exceed \$ _____

Hire Dates

Begin _____

End _____

Fund Source: _____

Faculty signature: _____ Date: _____