

1. **REQUEST TO HIRE:** WPU Supervisor submits Request to Hire Form and Job Description to appropriate Cabinet official.
2. **JOB POSTING:** Upon position approval by Cabinet, Cabinet official provides Human Resources (HR) with job posting for website. Supervisor may use same job posting for advertising position on other approved sources.
3. **BEFORE OFFER IS MADE, STUDENT MUST APPLY AND BE ACCEPTED:** Students apply for admission to graduate program and work with Admissions Office through acceptance decision. Application process for graduate programs can be found on-line under the Graduate Studies section.
4. **ADMISSIONS WILL NOTIFY HUMAN RESOURCES:** The decision on acceptance into the graduate program will be communicated to HR, the Cabinet official and the department supervisor who requested.
5. **SUPERVISOR SUBMITS TUITION BENEFIT APPLICATION:** This is then given to HR once selection has been made. Appointment Letter will be sent to the GA by HR. GA returns signed Appointment Letter to Human Resources. HR will send signed form to Financial Aid.

GRADUATE ASSISTANT INFORMATION

Name of GA Candidate _____

Department Supervisor _____

Department Role _____

Pay classification _____

Stipend Paid from Account # _____

Stipend Amount _____

Start Date (must be first of the month) _____

End Date (must be last day of the month) _____

Special Skills/Licenses _____

President

Vice President of Finance

Cabinet member requesting

Classification 1

- \$0-\$250
- 20 hours a week maximum
- No direct supervision requirements

*International GA's must be in this classification

Classification 2

- \$251-\$500
- 30 hours a week maximum
- Supervision requirements are needed. Some special skills necessary.

Classification 3

- \$501-\$1,000
- 40 hours a week maximum
- Special certification or skills are needed. Supervision of others also required.

***All approved positions are for yearly employment and will be paid monthly. GA's in the athletic department will be required to contribute to recruiting for program assigned.