



Graduate Assistant Job Description Form – Professional Assistant, Research Assistant, or Teaching Assistant

Employee Name:	ID Number:
Department:	<input type="checkbox"/> New Appointment or <input type="checkbox"/> Re-Appointment
Supervisor:	
Stipend Amount for Appointment:	

Role and Responsibilities

- Teaching Assistant (TA):** The assistant is **NOT** the instructor of record nor primarily responsible for assigning grades. Works in support of instructional programs with such duties as preparing examinations, grading papers, assisting in preparation of lectures, maintaining class records, and tutoring students outside of formal class and laboratory classes.
- Research Assistant (RA):** duties consist of various research assignments.
- Graduate Assistant - Other (GA):** performs technical or administrative functions that are specifically related to the student's course of study. Name of Student's Academic Program (*e.g., M.S. Computer Science*): In the box below, the *Graduate Coordinator* of student's degree program must explain how the job duties are related to the program

Type Name of Graduate Coordinator Here:
Signature of Graduate Coordinator:
Date:

Type a description below of the duties specific to this student's assistantship:

_____ Graduate Assistant's Signature	_____ Date	_____ Supervisor's Signature	_____ Date
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