# Academic & Non-Academic Graduate Assistant Processing Procedures

## Finding a Graduate Assistant

To post a Graduate Assistant job description on the Graduate College website, please send the information to the Graduate College, gradcollege@atu.edu

## Hiring a Graduate Assistant

**Graduate Assistants must meet the following requirements:**

- Completed a baccalaureate degree prior to the first semester of the appointment year.
- Gained unconditional admission to the Graduate College and their academic department to merit appointment.
- Candidates admitted conditionally may be granted a one-semester contract if an appeal is submitted by the hiring department to the Graduate College. If approved by the Graduate College the student must achieve a 3.00 GPA for that semester.
- Must remain in good academic standing with the Graduate College.

**Once a student has been selected for a GA position:**

- Fill out the appropriate Graduate Assistant Request Form:
  - https://www.atu.edu/gradcollege/faculty-admin.php > Graduate Assistant
  - GA Academic Request Form or GA Non-Academic Request Form
  - Submit the completed request form, with all signatures, to the Graduate College (gradcollege@atu.edu)

*Once the request form has been received and the student has been approved by the Graduate College Dean, the Graduate College Office will initiate the background check. The HR office will notify the supervisor once the student's background check is clear. HR will also notify both the supervisor and student if employment paperwork is required from the student. Students may not begin work prior to receiving a clear background check and completing all HR paperwork. Failure to complete HR paperwork in a timely manner will delay the students start date.*

*Any hours worked prior to application completion will not be paid.*

## When a Graduate Assistant resigns or is terminated from a position:

- Complete the Graduate Assistant Resignation/Termination Form:
  - https://www.atu.edu/gradcollege/faculty-admin.php > Graduate Assistant
  - Academic GA Resignation/Termination Form or Non-Academic GA Resignation/Termination Form
  - Submit the completed form to the Graduate College (gradcollege@atu.edu)

**This form must be sent immediately to prevent overpayment to student and the state/IRS. Any overpayment will have to be collected from the student and additional paperwork will be needed for reversal of taxes paid by the university. For this reason it is very important that it is completed immediately.**