

Academic & Non-Academic Graduate Assistant Processing Procedures

Finding a Graduate Assistant

Contact Lindelle Fraser (lfraser@atu.edu, 479-880-4112) to post the position on the Graduate College GA website or for a list of available GA applicants.

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 accepted a GA position:

- Run a background check on new & returning GAs (can be found on OneTech).
- Make sure student knows to look for an email from HireRight and to complete it as soon as received.
- Send student to HR to fill our Graduate Assistant package.
- Fill out the Graduate Assistant Request Form. Select from the following options based on the department the GA will be working in:
 - [Academic Approval Form](#)
 - [Non-Academic Approval Form](#)

Students must completed the following before they begin working to insure they are paid:

- Clear background check*
- HR paperwork*

***Supervisors should initiate background check. A student's start date cannot be before the student has signed their HR paperwork.**

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

- Send letter/email of resignation or [Graduate Assistant Resignation/ Termination](#) form, noting last day GA will work and reason for leaving/termination, to Lindelle Fraser(lfraser@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.