EAST STROUDSBURG UNIVERSITY
of Pennsylvania
Reibman Administration Building
East Stroudsburg, PA 18301-2999
(570) 422-3536
Email: grads@esu.edu

FALL/SPRING
Request for Graduate Assistant Position

Completed request implies agreement with policies regulating the Graduate Assistantship (GA) Program. A position description form must accompany this request unless a previously approved description is on file at the office of Graduate and Extended Studies.

Department where student(s) will be working: _____ **Request Date** _____
Dept./Area/Program Name

Responsible Coordinator/Manager: _____

Email: _____ **Phone:** _____

Student Worker(s) will be supervised by (IF DIFFERENT FROM ABOVE) _____

Email: _____ **Phone:** _____

Work Commitment: ☐ Full-time ***(300 hrs./semester)*** ☐ Part-time ***(150 hrs./semester)***

# of Students Requested: _____

Requested Term(s): ☐ Fall ☐ Spring

Wage will be paid by: ☐ GA Budget ☐ Requesting Dept./Unit/Program**

**** If wage is paid by requesting Dept./Unit, Cost Code Center # must be provided:** _____

Hourly wage: $8.34/Hr.

Tuition will be paid by: ☐ GA Budget ☐ Requesting Dept./Unit/Program**

**** If wage is paid by requesting Dept./Unit, Cost Code Center # must be provided:** _____

Signature: _____ _____
Signature of Requestor ***Date***

Signature: _____ _____
Signature of Authorized Administrator** ***Date***

****If Requesting Dept./Unit/Program is checked, *Signature of Authorized Administrator for Cost Code Center # is required.***

Student Assigned: _____ **Student ID #:** _____

Student Program: _____ **Residency:** _____

TO BE COMPLETED BY THE OFFICE OF GRADUATE and EXTENDED STUDIES
Graduate Assistantship Program Approval

Graduate and Extended Studies Approval:
☐ **Yes** ☐ **No** _____ _____
Dean/Director ***Date:***

GA Assignment: ☐ 1 ☐ 2 ☐ 3 ☐ 4