



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:

Dept./Area/Program Name

Request

Date

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