



The JHBC College of Business & Public Administration
FACULTY GRADUATE /LAB ASSISTANT (GA) REQUEST FORM

ACAD. YR: _____ **CHOOSE ONLY ONE** ☐ FALL ☐ WINTER ☐ SPRING ☐ SUMMER

Faculty Name _____ E-mail: _____

Department _____ Phone Ext. _____

☐ There's a student that I'd like to **hire/rehire** as my graduate assistant for the new semester The student's name is: _____
Phone no. or e-mail: _____

☐ Paid by the college, pending approval. **To the best of your ability select the option from below that both of you and the student agree is most realistic to the amount of work and time available for the student to complete this semester. The student should have enough work to complete the hours you requested for this semester**

The student and I have chosen Option # _____ working _____ hours per week for _____ **17** weeks.

Please select funding source to use: _____ PDF _____ (GBPF) College fund _____ Other: _____

OPTION	HOURS PER WEEK	NUMBER OF WEEKS	TOTAL WORK HOURS	APPROX. TOTAL TO BE PAID
1	5 hours per week	17 weeks per semester	85 hours	1447.00
2	10 hours per week	17 weeks per semester	170 hours	2895.00

Faculty note: GA hours per week are dependent upon budget availability. The general range is 5-10 hours of GA assistance per week; this is dependent upon the number of overall faculty GA requests. Additional hours can be paid from a faculty member's pdf.

List some skills that would be helpful such as SPSS, SAP, Web Development, Stats, Social Media, Research and Analysis; the ability to speak another language (specify), etc.: _____

Note: If you already have a student you'd like to hire, remind them to complete a student application and submit it to Melissa as we need to verify if they have a SSN, among other information we need from them as well as to do.

I certify that I'm eligible to receive an assigned graduate/lab assistant. I will not promise individual employment and will ensure that the student **does not** commence work until the hiring process for this assigned graduate/lab assistant has been completed. I also understand that **neither** I nor the student will assume that the student can continue as a graduate/lab assistant for the following quarter. **Both student and YOU must resubmit new request forms to hire or rehire a graduate/lab assistant for the new quarter.**

Faculty Signature: _____ Date: _____

JHBC GA Coordinator: _____ Date: _____

☐ MBA Office – check here if faculty member is requesting from one of the four options to be paid by the college fund.