

College of Business & Public Administration
 Masters of Business 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 quarter. 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 quarter. The student should have enough work assignments to complete the hours you requested for this quarter.**

The student and I have chosen Option # _____ working _____ hours per week for 10 or 12 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	10 hours per week	10 weeks per quarter	100 hours	Only for CBPA Lab Asst.
2	5 hours per week	12 weeks per quarter	60 hours	918.00
3	10 hours per week	12 weeks per quarter	120 hours	1,836.00
4	20 hours p/ week ★	12 weeks per quarter	240 hours	3,672.00

★ Faculty member: If selecting **#4 (20 hours per week)**, please attach a paragraph to explain your justification for needing 20 hours p/week.

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 the MBA Office in JB283 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: _____

MBA 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.