Hiring Form

Please submit this form before employment begins. For GSR (academic) appointments, please submit to Sam Rifkin. For Assistant (administrative) appointments, please submit to Jenny Holland.

Employer (faculty name): ____________________________     Date: _____________

Individual to hire: ____________________________     Email: ____________________________

Student ID: ____________________________    Employee ID: ____________________________

Please note that hiring a student as a GSR can trigger fee remission if appointed at greater than 24% or in combination with other GSR, GSI, Reader, or Tutor appointments.

Use Student Assistant title if job duties are administrative in nature (filing, photocopying, etc.) and not research related.

**GSR $16.80/hr**
For more academic tasks

- _____ 3266 No fee remission
- _____ 3276 Partial fee remission
- _____ 3282 Full fee remission

**Student Assistants**
For more administrative tasks

- _____ 4921U STDT II
  - Specify Hourly Rate
    - (Lvl 1: $10/hour, Lvl 2: $12.50/hour, Lvl 3: $15/hour)

- _____ 4920U STDT III
  - Specify Hourly Rate
    - (Lvl 1: $12.50/hour, Lvl 2: $16.25/hour, Lvl 3: $20/hour)

**Student Status**

- _____ Grad
- _____ Undergrad
- _____ Not a student

**Currently Working on Campus?**

- _____ Yes
- _____ No

**Workstudy?**

- _____ Yes
- _____ No

**Other info**

Number of hours needed per week ____________

Total compensation not to exceed $___________

**Hire Dates**

Begin ______________

End ______________

Fund Source: ___________________________________________________________________

Faculty signature: ____________________________     Date: _____________