GRADUATE ASSISTANT APPOINTMENT FORM
CENTRAL CONNECTICUT STATE UNIVERSITY

Semester hired:
New appointment   Reappointment
Part-time GA (10 hr/week-150 hr/semester)_____ **Full-time GA** (20 hr/week-300 hr/semester)_____
Student name:
ID:
Hiring Department:
Supervisor:
Total amount of stipend:
Banner index:

	HALF ASSISTANTSHIP	FULL ASSISTANTSHIP
I	$ 1500 -1875	$ 3000 - 3750
II	$ 1875 -2250	$ 3750 - 4500
III	$ 2250 - 2625	$ 4500 - 5250
IV	$ 2625 - 3000	$ 5250 - 6000

TYPE OF ASSIGNMENT (CHECK ONE)	
Assist faculty in research (259099)	
Assist staff in sports (272099)	
Assist faculty in teaching (251191)	
Coordination of services/activities (119199)	
Lab duties (251191)	

Per BOR/CSCU policy, certain student worker positions (including Graduate Assistant and Graduate Intern positions) are subject to a pre-employment background investigation. If you check "Yes" to any of the questions below, the Graduate Assistant (GA) may not begin working until the background check has been successfully completed.

1. Will this GA or GI be assigned to the Public Safety Department? Y ___ N ___
2. Will this GA or GI handle DCL3 data (DCL3 is protected confidential data, which comprises identity and financial data)? Y ___ N ___
3. Will this GA or GI have a fiduciary responsibility, handle cash or credit transactions, or have a primary responsibility related to finance or budget? Y ___ N ___
4. Will this GA or GI be employed in a safety or security-sensitive position **not noted above** (requires approval by the Chief HR Officer)? Y ___ N ___
If yes, please provide a description of the safety or security sensitive position:

_____

_____

Background check required: Y ___ N ___
If you have any questions regarding background checks, please contact Doreen Revoir in HR at 860-832-1756

I approve the processing of the fee waivers and stipend information for this graduate assistant:
Please print name, sign, and date below.

_____

Department Chair/Division Head   Date

_____

Funding Designee   Date

_____

Associate VP/Graduate Studies/Designee   Date

Please return form to gradstudies@ccsu.edu for processing.

Graduate Studies Office • Davidson Hall • Room 101• 860-832-2363
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