



School of Graduate Studies  
 Graduate Assistantship Appointment Form (Rev. March 2021)

Fill out this form completely and return it to: School of Graduate Studies, Davidson 212 or gradstudies@ccsu.edu

**Deadline for submission: the first week of the semester the position is offered**

Semester Hired: \_\_\_\_\_

New GA Appointment:

Renewal GA Appointment:

Student's Name:	CCSU ID#:
Email:	Phone:
GPA (must be at least a 3.00):	

Full-time graduate students may be hired full (20 hours/week – 300 semester) or part (10 hours/week – 150 semester) time while part-time students may only be hired for PT work. Stipend range is below. Select one amount within the range to be paid per semester.

	Half Assistantship	Full Assistantship
I	\$1,200.00 - \$1,500.00	\$2,400.00 - \$3,000.00
II	\$1,500.00 - \$1,800.00	\$3,000.00 - \$3,600.00
III	\$1,800.00 - \$2,100.00	\$3,600.00 - \$4,200.00
IV	\$2,100.00 - \$2,400.00	\$4,200.00 - \$4,800.00

Half Assistantship - Amount: \$	<b>or</b>	Full Assistantship - Amount: \$
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<b>Hiring Department:</b>	<b>Supervisor:</b>
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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? Yes  No
2. Will this GA or GI handle DCL3 data (DCL3 is protected confidential data, which comprises identity and financial data)? Yes  No
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? Yes  No
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)? Yes  No

**If yes**, please provide a description of the safety or security sensitive position:

If you have any questions regarding background checks, please contact Doreen Revoir in HR at 860-832-1756

Background check required: Yes  No

**Assignment Type:**

- Assist Faculty in Conducting Research (259099)
- Assist Staff in Sports Related Duties (272099)
- Coordination of Service/Community Activities (119199)
- Laboratory Duties (251191)
- \*Assist Faculty in Teaching & Related Instructional Duties (251191)

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\*For a teaching assignment, please specify the Course Name and Number: \_\_\_\_\_

Teaching Faculty Instructor: \_\_\_\_\_

Describe G.A. Duties and Responsibilities:

Provide Goals and Objectives for G.A.:

Evaluation procedures used to determine overall effectiveness of the G.A. and assignment:

Please **PRINT** and **SIGN** name:

\_\_\_\_\_ Approved  Not Approved   
Department Chair/Division Head Date

\_\_\_\_\_ Banner Code:   
Funding Designee Date

\_\_\_\_\_ Approved  Not Approved   
Academic Dean Date

\_\_\_\_\_ Approved  Not Approved   
Dean, School of Graduate Studies Date