

**FORM B****HOURLY PAY****TARLETON STATE UNIVERSITY**

Date: \_\_\_\_\_ Requisition No. \_\_\_\_\_

**GRADUATE ASSISTANT REQUISITION FORM**

Requisition Form – Complete in detail and forward through administrative channels

## Classification of Vacant Position:

\*\*Graduate Teaching Assistant I (Use Form A)  
\*\*Graduate Teaching Assistant II (Use Form A)  
\*\*Graduate Laboratory Assistant I (Use Form A)  
\*\*Graduate Laboratory Assistant II (Use Form A)  
\*\*Graduate Assistant Special (Use Form A)  
\*\*Graduate Assistant Special (Doctoral) (Use Form A)  
☐ Graduate Assistant Non-Teaching (paid hourly) (9180)  
\*\*Graduate Assistant Research I (Use Form A)  
\*\*Graduate Assistant Research II (Use Form A)

Employing Department:

Recommended Salary:

For:

☐ 1.5 months ☐ 3 months ☐ 4.5 months☐ 9 months ☐ 12 months

Refer applicants to:

Title:

Room No.

Ext. No.

Beginning Date:

## Type of Position:

New

Rehire (fill in name) \_\_\_\_\_

Fill Resignation (old name)

(new name)

Fill Transfer (old name)

(new name)

Other

## Certification of funds:

Fiscal Officer

Date

AD LOC No. \_\_\_\_\_

Fund Source \_\_\_\_\_

## Education Requirement:

## Work/Skills Requirement:

## Job Duties:

## Approved:

Department Head

Date

Vice President

Date

Dean (If Appropriate)

Date

President

Date

Graduate Dean

Date