Reviewed

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Sea Grant
Oregon

GRADUATE ASSISTANT EMPLOYMENT FORM
2011-2012 ACADEMIC YEAR

Employee (student) Name: ____
Last First MI

Employee ID: ___________________________ **Supervisor Name:** ________________________

Employee Phone #: ______________________ **Supervisor OSU ID:** _______________________

Index: _____________ **Appt. FTE** (0.20 - 0.49)**:** ______________ **Salary:** ____________/mo

Dates/Terms: Fall _____ Winter _____ Spring _____ Summer _____

Begin Date: ___________

End Date: ____________

Note: Appointments should only be made if funding is certain (term by term appointments may be necessary).

- As a condition of appointment to a GRA/GTA position, you are REQUIRED to have health insurance.
- Enrollment for 12 credit hours Fall/Winter/Spring and 9 credit hours Summer is REQUIRED.

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Enrollment "home" is with the College of ____.

Choose a category of assistantship:

GTA _____ Assist instructor in teaching class. May include lecturing, grading, and proctoring exams, copying, filing, working with students, and related activities. **Eligible** for membership in the Coalition of Graduate Employees bargaining unit.

GRA _____ Collect and analyze data for thesis. Gaining experience in procedures and techniques to ensure high quality results. **Not eligible** for membership in the Coalition of Graduate Employees bargaining unit.

GRA _____ Assist faculty member in conducting research. Provided that at least 0.10 FTE is work not related to degree requirements, this person is **Eligible** for membership in the Coalition of Graduate Employees bargaining unit.

Provide a brief description of duties, project name, and role:

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2011-2012 GRADUATE ASSISTANT POSITION DESCRIPTION

Employee Name: _____
Last First MI

Health & Safety Information/Conditions (such as working in/over water or with hazardous chemicals):

Required Qualifications (include specialized instruction and/or licenses or certificates such as BS/BA):

Does this position directly supervise other employees? _____ Yes _____ No

If yes, number of employees supervised: _____
Total FTE of those supervised: _____

Types and number of employees supervised:
_____ Students _____ Graduate Assistants
_____ Classified _____ Faculty
_____ Other

Duties: Functions and tasks performed with approximate number of hours to be spent on each function during term of appointment.

FTE (circle one)	**# of Hours**	**Description of Duties (check one)**
0.20	104	☐ GRA doing thesis related work (less than 0.10 FTE non-thesis related). Collecting and analyzing data for thesis. Gaining experience in procedures and techniques to ensure high quality results. This appointment is **not eligible** for membership in the CGE bargaining unit.
0.25	130	
0.35	182	☐ GTA assisting instructor in teaching class. May include lecturing, grading, and proctoring exams, copying, filing, working with students, and related activities. This appointment is **eligible** for membership in the CGE bargaining unit.
0.40	208	☐ GRA doing work not related to degree requirements (less than 0.10 FTE thesis related). This appointment is **eligible** for membership in the CGE bargaining unit. *If you check this box, you must complete 1 and 2 below.*
0.45	234	1. Specify non-thesis related FTE _____ and work duties:_____
0.49	255	
Other	_____	2. If applicable, specify thesis related FTE _____ and work duties:_____

Signatures:

Employee _____ Date: _____

PI/Supervisor _____ Date: _____

Budgetary Authorization _____ Date: _____

Please return both pages of this form to your Oregon Sea Grant Human Resource contact.