



HUMAN RESOURCES

Posting a Graduate Assistant Position

1. **First Step** – This is the Posting that you will create on the Applicant Tracking (blue) screen for your students to apply for your position(s)
– <http://www.marshall.edu/human-resources/files/Creating-a-Graduate-Assistant-Posting.pdf>
2. **Second Step** – This is the Hiring Proposal you will create for your successful students that you want to hire for the semester(s). The Hiring proposal will create the Graduate Assistant Contract which will be sent to the creator's email and will begin the process of entering them into Banner and TCP
– <http://www.marshall.edu/human-resources/files/Creating-a-Graduate-Assistant-Hiring-Proposal.pdf>

To see the workflow in a visual/diagram format, click the [workflow diagram](#).