



# GRADUATE COLLEGE

Department/Unit: \_\_\_\_\_

Date: \_\_\_\_\_

Dear \_\_\_\_\_,

We are pleased to offer you a  half-time (10 hours/week)  full-time (20 hours/week) graduate student employment position for the  fall  spring semester(s), of the 2020-2021 academic year.

Based on your permanent address, your residency is  Resident  Metro  Non-Resident.

Your Marshall University personal identification number is 901\_\_\_\_\_.

Your appointment/position title and duties are:

TITLE	DUTIES
<input type="checkbox"/> GA: Clinical Practice	The department will assign you to various tasks that will require you to provide professional service to Marshall University students, clients of a Marshall University Clinic, or other individuals in need of professional services provided by the office.
<input type="checkbox"/> GA: Faculty Support	You will assist the faculty in the department by offering a variety of services that may include such tasks as supervising laboratories under their supervision; grading quizzes, homework, and other projects; and assist faculty with other course and research related duties as assigned.
<input type="checkbox"/> GA: Research Assistant	The department will assign you to a member of the faculty who is a principal investigator on an external grant or contract. You will assist him or her on the project as directed.

For the purpose of this contract, you will be paid hourly at \$\_\_\_\_\_/hour. **You must submit a time sheet each pay period listing hours worked in order to be paid.** Failure to submit the time sheet on time will cause a delay in payment. Please review these matters with the department/office administrative assistant.

You must contact the Office of Human Resources, Old Main 207 on the Huntington, WV campus prior to reporting to work to complete all necessary documents.

In addition to your stipend, you will receive a tuition benefit which consists of a \_\_\_\_% reduction of your University Tuition for the semester. The benefit will be automatically deducted from your semester tuition and fees charge. The tuition benefit does not apply to fees including University Fees, College and Program Fees, and other fees assessed per enrollment.

Graduate student employees must pay all tuition and fees not covered by the tuition benefit. For information on current tuition and fee schedules, please visit [www.marshall.edu/tuition](http://www.marshall.edu/tuition). For complete information on graduate student employment, please see our Graduate Assistant Handbook at <http://www.marshall.edu/graduate/graduate-student-handbook/>.

This offer is contingent on your full or conditional admission into a graduate degree-granting program at Marshall University. You must also be enrolled full-time (9 or more scheduled credit hours for a full-time appointment, 3 or more hours for a half-time appointment) during the period of this contract. If you are an international student, this offer is also contingent upon your receipt and maintenance of visa status. Distance Students are not eligible for graduate assistantship opportunities.

Your appointment will begin on 8/\_\_/2020 and end on \_\_\_\_\_. This is your sole appointment for employment at Marshall University. You may not accept another paid university appointment/position without the written permission of the dean of the Graduate College.

Renewal of this contract is contingent on the availability of funding and being classified as in good standing (cumulative Grade Point Average of 3.0 or greater for all graduate courses). The conditions of your employment include satisfactory performance of assigned duties and satisfactory progress toward your degree.

If we do not hear in writing from you within 10 business days from the date of this letter, we will assume that you do not wish to accept our offer and we will present it to another candidate.

To accept this offer, please sign below and return the form to the address below. Please keep a copy for yourself.

Sincerely,

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Department Representative

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Title

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- I understand the responsibilities and requirements for being a graduate assistant at Marshall University.
- I have not accepted another paid appointment/position from Marshall University.

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Graduate Student Employee

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Date

Please return this letter to:

The Graduate College  
113 Old Main  
One John Marshall Drive  
Huntington, WV 25755

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For Staff Use Only:

Waiver Benefit Source:	If benefit source is anything other than traditional assistantship, <b>Encumbrance</b> number must be provided with this form
<b>Encumbrance</b> Number:	
GA Position Number:	

Revised 7/2020