



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: Graduate Service Assistant	You will provide service/administrative duties for a nonacademic unit or office. This work does not constitute teaching or research.

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.

GA: Service Assistant will not receive a tuition benefit.

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,

Department Representative

Title

-
- 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.

Graduate Student Employee

Date

Please return this letter to:

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

For Staff Use Only:

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

Revised 7/2020