

Graduate Assistant Request for Additional University Employment



Graduate Assistants may work up to 15 work hours per week in addition to their assistantship duties, with the approval of the graduate program director and the Graduate Dean. Approval is based upon several factors including GPA, course load, and work assignments.

Name: _____ MTSU ID # _____

Email Address: _____ Assignment Term: _____

Dept. of Hire: _____ Additional Hire Dept. _____

Graduate Assistantship Information:

Department of Hire: _____

Type of Assistantship Granted: Full _____ Half _____ Other _____

Number of credit hours enrolled in this semester: _____

Additional Duties Requested:

Department of Hire: _____

Additional Work Assignment: number of hours per week _____

Typical Week Assignment:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Class Hours							
GA Work Hours							
Additional Work Hrs							
Total Week Hrs							

Graduate Assistant Signature Date

Graduate Program Director

Name (Please Print) Signature Date

Additional Work Supervisor

Name (Please Print) Signature Date