# YSU Logo Graduate Assistant Appointment Form – instructions

* Adobe Acrobat Reader needs to be installed on your machine to fill this form. This is the link to download Adobe Acrobat Reader on your machine: [Adobe Acrobat Reader](https://get.adobe.com/reader/?no_ab=1)
* To fill the form, you would first need to download the form as a PDF document.
* The Graduate Assistant Appointment form includes fillable form fields.
* Press the tab key to move across the different form fields.
* Press shift + tab key to move backwards through the fields.

Section 1

* The student employee must complete and sign this part of the form.
  + **If the student is not available:**
    - The Program Director would need to send the “*Graduate Assistant Appointment form*” to the student.
    - The “***Application for Graduate Assistantship form***” that was returned to the student by the College of Graduate Studies needs to be attached to this form for verification.

Section 2

* The Program Director is responsible for initiating Section 2.
  + All the fields are required and need to be completed.
  + The Department may not recommend a student for Graduate Assistantship unless the academic credentials have been reviewed and the student has been recommended for admission to the Graduate School.
  + If the appointment involves classroom related services (including lab assistants), the department chair must interview the student to determine if the student is satisfactorily proficient in English.
  + A detailed job description describing how the duties will help the student in his/ her educational program should be attached with the form. Additionally, it must include information regarding supervision, qualifications and responsibilities.
    - **Graduate Assistant (GA)** will normally be assigned duties primarily focused on the conduct of research/scholarly activity. A GA may be assigned teaching duties, however should not be the instructor of record.
    - **A graduate assistant/intern (GAI)** is a special category of graduate assistant designated to provide opportunities for university offices, departments, community, companies or agencies, or other academic assistants/interns in real life experiences related to their fields of study.
    - **A teaching assistant (TA)** will normally be assigned duties focused on instruction and may be the instructor of record for a regularly scheduled class.
  + This section of the form requires approval from the department chair, student’s assigned supervisor and the college dean.
  + **Funding Source**
    - For budget tracking purposes, the allocation for funding has to be approved by the College Dean, along wit­h the appropriate Banner FOAPAL account number.
    - If an alternate funding allocation has been awarded, it must be identified i.e. YSU foundation funding or college discretionary funds (requires pre-approval by the Dean of the College of Graduate Studies).
    - Please note that all GAI fringes will be billed to the requesting department unless another FOAPAL is specified.

Section 3

* This part of the form should be completed and signed by the Grant Manager or the Financial Manager.
  + Section 3 of the form is completed only if the student is funded by a grant.
  + The form needs to be forwarded to the Grants Accounting department in Jones Hall for verification and approval of Funding FOAPAL.
  + It should be indicated if the funding is provided for summer tuition remission.

Section 4

* The Dean of the College of Graduate Studies is responsible for this section of the Graduate Assistant Appointment form.
  + This part of the form needs to be completed and signed by the Dean of the College of Graduate Studies.

After all the information has been correctly entered, the completed form can be printed and saved to your machine. An application missing the required information, signatures and attachments will be returned to the appropriate department. Please note that all employment forms must be on file prior to start date to avoid any delay.