

# Graduate Assistantship Award Form

Complete this form and save to a secure location. When complete, the Graduate Coordinator will need to login to [https://iforms.iup.edu/IUPapp/iforms/dfinput?form\\_id=63](https://iforms.iup.edu/IUPapp/iforms/dfinput?form_id=63) to upload the Graduate Assistantship Award Form.

Are you replacing an award previously submitted?  If yes, enter original iforms reference no.  Academic Year

Student User ID @  Student Name

Program Coordinator

Tuition Dollars (does not cover fees)

Stipend

Tuition + Stipend

[Click here for minimum tuition and fees.](#)

Fall  Spring  Summer  Stipend  Total

Dept/Unit Awarding Assistantship

G.A. Work Site (Must include specific Office or Department)

Hours Per Week  Enrollment Status (During term of G.A. Agreement)

Is this position Unit or Grant Funded?  If yes, Unit/Grant Funding SAP #

If Unit/Grant Funded, Authorizing name

If Unit/Grant Funded, Fund name

Overall Classification

**Will this position be working with Minors?**

Additional Award Information

*An explanation is required if you are submitting a replacement award form.*

Internal Use Only

Received

iforms #

Student Name:

Supervisor:

**Position Overview**

Provide a general description of assignments the student is expected to accomplish that supports their academic experience.

CBA Article 7.8 C 1 & 2: Graduate Assistants may be assigned to regular faculty members to assist in research, instruction, and other professional duties. At no time shall graduate assistants instruct lectures or laboratories unless the faculty member assigned to teach the course is present in the classroom or laboratory.

General Description of Assignments (all employment activities of a Graduate Assistant are carried out under the supervision and direction of an approved University faculty or staff member):

Supporting and assisting faculty in their course related activities.

Assist assigned faculty member with research, sponsored programs, or other scholarship.

Assist faculty and departments in academic, professional, or service functions.

Assist with supervising laboratories, studios, or other university facilities.

Assist with special projects for an academic department, faculty or staff member.

Assist with high-level office duties including preparation of PowerPoint presentations, data entry, and data analysis.

Provide service or support functions to academic or non-academic departments and offices.

\* Note: No more than 10% of time spent on duties can be clerical work including but not limited to typing/processing/transferring information or documents into final form; greeting visitors and directing individuals to office locations; screening/routing telephone calls; preparing labels; sorting mail; folding letters/stuffing envelopes.

\* Note: To avoid bargaining unit conflicts, Graduate Assistants can assist with projects, but cannot lead them.

**Specific Duties** - Provide a detailed list of assignments the student in this position will be expected to perform.

Examples include:

**Qualifications**

Provide a list of skills needed to successfully undertake this graduate assistantship. \* (see below)

**Time Requirements and Location**

Provide expectation of student availability and where work is to be performed.

Example: MWF 10 am to 2 pm on main campus; Tues/Thurs – 8 am to 11:30 am and 2 to 4 pm on main campus;