

# HARDING UNIVERSITY

## GRADUATE ASSISTANT (GA) PROGRAM APPLICATION

**Criteria:** To be eligible to become a GA, a student:

- Must be enrolled at Harding as a full-time graduate or professional student ( $\geq 9$  hours in fall/spring;  $\geq 6$  hours in summer).
- Must meet the admission requirements of the program (i.e., not be on conditional admission).
- If a new graduate or professional student, must have a minimum undergraduate GPA of 2.5 and maintain a minimum graduate or professional GPA of 3.0.
- If a current graduate or professional student, must have and maintain a minimum graduate or professional GPA of 3.0.
- Must be and remain a student in good standing with no ethical violations.

**Stipends:**

- In the fall and spring, students receiving a full award are required to work 20 hours per week (300 hours per standard term) and receives \$3,500 before taxes for each of the fall and spring terms. Students receiving a half award are required to work 10 hours per week (150 hours per standard term) and receives \$1,750 before taxes for each of the fall and spring terms. See below for payment terms.
- In the summer, students receiving a full award are required to work 214 hours and receives \$2,500 before taxes. Students receiving a half award are required to work 107 hours and receive \$1,250 before taxes.

**Limitations:**

- Graduate assistants may work for up to three terms.
- If any of the above criteria are not met while a student is serving in a graduate assistant position, the student may be removed from the position and will not be eligible for any future GA position until all criteria are met.

**Payment:**

- If hired as a GA with a full award, you will receive a check for \$400 (\$200 for half award recipients) approximately 2-3 weeks after the semester has started.
- The remaining balance (minus taxes) will be posted to your account 3-4 weeks after the semester begins.

**Timesheets:**

- If hired as a GA, you will be expected to keep a timesheet to record the number of hours worked.

**Application:**

- Please return a completed application (next page) with your resume either by email to [grad@harding.edu](mailto:grad@harding.edu) or via campus mail to the Graduate & Professional Support (GPS) Office, Box 12249.

**Contract:**

- Applying for a GA position does not guarantee that you will be hired. Once your eligibility has been confirmed, you may be called for an interview. If a supervisor decides to hire you, you will sign a two-page contract at that time.
- Students should check with the student payroll office regarding their status with that office and to receive a **payroll verification card**, to be submitted with their application.

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	Name: _____
	ID#: _____
This student has completed the required paperwork with Student Payroll and can now begin work.	
If you have not already done so, please complete the Student Work Authorization Form <a href="http://www.harding.edu/hr/supervisors.html">www.harding.edu/hr/supervisors.html</a> for this student.	

Form current as of August 23, 2021

# HARDING UNIVERSITY

## Contact Information

Name

First

Middle

Last

(Maiden)

Student ID # H \_\_\_\_\_ Date of Birth \_\_\_\_\_

Semester beginning grad program \_\_\_\_\_ Graduate/Professional Program \_\_\_\_\_

Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Summer Address (if different from above) \_\_\_\_\_

Cell phone \_\_\_\_\_ Summer Phone (if different) \_\_\_\_\_

Harding E-mail \_\_\_\_\_ Harding Campus Box Number \_\_\_\_\_

Undergraduate Major \_\_\_\_\_ Degree obtained \_\_\_\_\_

Undergraduate GPA \_\_\_\_\_ Graduate/professional GPA (if currently a student) \_\_\_\_\_

Are you a veteran? Yes No

## Knowledge and Skills

I understand that by filling out this form: (1) I am allowing such personal information as my GPA, schedule, contact information, and other related information to be shared with interested approved offices and (2) I am not guaranteed to receive a graduate assistant position.

All information disclosed on this application is voluntary and will be used in a non-discriminatory manner, consistent with applicable civil rights laws.

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

A copy of my resume/CV or list of skills/experience is included.

For office use only:

Current GPA		Enrolled Fulltime	
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