

HARDING UNIVERSITY

GRADUATE ASSISTANT (GA) PROGRAM APPLICATION

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

- Must be enrolled at Harding as a fulltime graduate or professional student (≥ 9 hours in fall/spring; ≥ 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 3.0 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 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 www.harding.edu/hr/supervisors.html for this student.	

Form current as of July 23, 2020

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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