

HARDING UNIVERSITY

Graduate Assistant (GA) Contract (Page 1 of 2)

Terms and Conditions

A graduate assistant position is effective until the graduate/professional degree is completed or for a maximum of three semesters, with a summer term counting as a semester. The GA position provides recipients with **\$3,500** per Fall and Spring term before taxes, and **\$2,500** for the Summer term. A \$400 cash stipend is provided and the remaining funds, less applicable taxes, will be posted to your Harding account. This award is deemed by the IRS to be taxable income and taxes are deducted before the posting is made.

In accepting the position of Graduate Assistant (GA), I agree to the terms and conditions of this contract:

1. The wages I receive for fully acceptable performance of the duties of a graduate assistant shall be applied to my account at Harding University after the beginning of each semester. If, for some reason, I do not fulfill my obligation for the entire semester (300 hours each Fall and Spring, 214 hours Summer), I must notify the Provost Office and will owe the tuition for the remaining time that I do not work.
2. I am to work for the supervisor to whom I am assigned and perform any duties he or she requires of me. I understand supervisors are requested to notify the Provost Office if I do not fulfill my part of this agreement.
3. I am expected to make steady progress toward my degree while effectively performing assigned duties.
4. I understand that to receive and maintain my GA position, I must:
 1. Maintain a 3.0 GPA.
 2. Maintain full-time graduate/professional standing by enrolling in and completing at least nine graduate/professional hours per fall/spring term and six graduate/professional hours per summer term.
 3. Complete weekly time sheets promptly and have them signed by my supervisor.
 4. Dress professionally.
 5. Be punctual.
 6. Maintain confidentiality of information.
 7. Maintain professional behavior by not engaging in personal activities while on the job.
 8. Maintain regular communication with my supervisor.
 9. Engage in conduct that is consistent with Christian values.
 10. Attend appropriate orientation activities of my graduate/professional program.
 11. Maintain standards of academic honesty and integrity.

By signing this contract, I accept responsibility for my performance of duties for the graduate assistant position. If I do not fulfill these duties, I understand that I may forfeit my position as a graduate assistant and that the payments to me will be prorated for the semester.

Agreement to Terms and Conditions

Graduate Assistant:

Print Name

Signature

Date

Mark one semester and note year to which this contract applies: Fall 20____ Spring 20____ Summer 20____

Supervisor Approval:

Department: _____

Print Name

Signature

Date

Continue to Page 2

HARDING UNIVERSITY

Graduate Assistant (GA) Contract (Page 2 of 2)

Payroll Information

Print Name: _____

Social Security Number: _____ H Number: _____

Email address: _____

This form is for work that will take place during the following term and year:

Semester: _____ Year: _____

Applicant shall initial each box:

I have completed the necessary **FEDERAL PAYROLL FORMS** in the Human Resources Office (located in the Ezell Building, room 142). These must be completed prior to starting work.

IMPORTANT: Form I-9 and a W-2 are federal forms required by the IRS. (You will fill out a Form I-9 only once while at Harding.)

I certify that I will work (1) 300 hours during the above stated Fall or Spring term for a total of \$3,500, or (2) 214 hours during the Summer term for a total of \$2,500, to be allocated as stated in my contract. If I am unable to fulfill this commitment, I understand that I will discuss the situation with my supervisor and the GA payment applied to my account will be prorated so that I am only paid for the hours during which I worked.

I authorize the payroll department to apply the balance of my paycheck, after withholding federal and state taxes, to my Harding University business office account.

Graduate Assistant (Signature)

Date

Supervisor (Signature)

Date

Please submit this completed *two-page* form to:

Harding University Provost Office
Administration Building 102
Box 10773 or email provost@harding.edu

Form current as of May 2, 2017.