

# 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 ( $\geq 9$  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 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 this award are required to work 20 hours per week (300 hours per standard term). The recipient receives \$3,500 before taxes for each of the fall and spring terms.
- In the summer, students receiving this award are required to work 214 hours. The summer recipient receives \$2,500 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, you will receive a check for \$400 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 complete the application (next page) and return it to: Harding University Provost Office, Administration Building room 102 *or* Box 10773 *or* email [provost@harding.edu](mailto:provost@harding.edu)
- 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.



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](http://www.harding.edu/hr/supervisors.html) for this student.

*COPY*

**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.

Form current as of May 2, 2017.

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## Contact Information

Name \_\_\_\_\_  
First Middle Last (Maiden)

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

Semester you plan to enroll \_\_\_\_\_ Graduate/Professional Degree you are seeking \_\_\_\_\_

Present Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

Home Phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Summer Phone \_\_\_\_\_ 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 faculty members and (2) I am not guaranteed to receive a graduate assistant position. Please attach your current resume/CV or a list of your skills/experience.

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: \_\_\_\_\_

For office use only:

Current GPA		Enrolled Fulltime	
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Form current as of May 2, 2017.