

Candidate proposal for (Name): _____ ID# _____

Stipend (choose one): \$ _____ Monthly OR \$ _____ Yearly

Contracted services begin _____ and end _____.
(Date) (Date)

Date Staff Justification approved: _____

Graduate assistants in _____ are considered to be temporary personnel and receive no benefits
(Department/School)

other than a stipend to help cover the cost of tuition, fees and incidental expenses (as detailed below). All arrangements for admission, insurance, housing, meals, and all other expenses are the responsibility of the Graduate Assistant.

Duties:

- Duties will be assigned by your supervisor. General responsibilities will include but will not be limited to:
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- Although graduate assistants in the _____ are assigned to a specific area and work
(Department/School)
under the supervision of a full-time staff member, they may be asked to perform additional duties as assigned by your supervisor.

Expectations:

- You are expected to work no more than 25 hours per week. Work may be performed within the traditional business day (8:30 a.m. - 5:00 p.m.) or outside of it, as approved by your supervisor. Your weekly hours will be _____
- You are not expected to work on days when classes are not in session, unless pre-negotiated.
- You are expected to maintain high standards of conduct at all times in keeping with the traditions and Mission of Campbell University.
- You are expected to uphold and abide by all policies, procedures and regulations established by Campbell University.
- You are expected to exhibit professionalism, creativity and organization in the conduct of your duties.
- You are expected to register for graduate classes each term and must make satisfactory progress toward a graduate degree at Campbell University.

Education Required:

- Minimum: Bachelor's Degree and working on an advanced degree at Campbell University.

Qualifications and Skills:

- Ability to work independently with initiative and self-direction in order to accomplish the goals of the Department where you are assigned.
- Knowledge Of Microsoft Office Products (especially Word, Excel, PowerPoint)

Department Head Signature: _____ Date: _____

Graduate Assistant Signature: _____ Date: _____

My signature above acknowledges that I do not have any other jobs on campus, or that the combined jobs do not exceed 25 hours per week.

Budget Code: 10-0-_____ -51104-0