

REQUEST FOR GRADUATE STUDENT ASSISTANCE

(Reader, Research Assistant, Student Assistant, Projectionist)

Department of English

Faculty Name:

Name of Student Employee:

Appt. Type	Description	Salary Range
Reader Title Code 2851	Exam and paper grading for the instructor. Blackboard/iLearn management and other course assistance.	With Baccalaureate \$13.49/hr W/O Baccalaureate \$12.82/hr
Research Asst. Title Code 3266	Work performed on a particular project/grant for a professor. <u>Please note that student cannot be paid hourly and must be paid a set monthly salary based on predetermined rates from the Graduate Division.</u> Please see salary range. ****To determine monthly salary multiple the base salary (to the right) by the desired percentage. The staff can determine the percentage if you let us know about what you would like to pay monthly.****	STEP I (1 st years): \$2,839 STEP II (also 1 st years) \$3,059 STEP III (2 nd years+) \$3,393 STEP IV (Ph.D. Candidates) \$3,593
Student Asst. II Title Code 4922	Miscellaneous work performed for the professor, this title is meant for students who will do work sporadically and on an hourly basis. Hourly rate varies and can be set so that it is equivalent hourly to what a RA would make. This is the most flexible of all titles.	\$8.50-\$28.50
Projectionist Title Code 4921	Student will setup various films as directed by the instructor.	\$8.00-\$13.00

READER REQUESTS (Please fill out this portion if you are requesting a Reader/Grader)

Quarter Course Enrollment

Do you have a student(s) in mind? If so, list the name(s) in order of preference. If not, we will assist you with the selection based on the student's fields and need.

1st Choice:

2nd Choice:

3rd Choice:

Comments:

OTHER REQUESTS (Please fill out this portion if you are requesting a student that will be supported on a grant)

Appt. Begin Date:

Appointment End Date:

Hourly Rate or total percentage employed:

Fund Source 1:

Fund Source 2:

***Department FAO and/or Analyst will contact you with available funding confirmation and projections for max hours.

Please submit your request to Tina Feldmann

FOR DEPARTMENT USE ONLY

Graduate Division Approval _____ FAO/Analyst Approval _____

Date Entered in Payroll _____

FAU 1 Hour Max _____ FAU 2 Hour Max _____