

**Georgia State University College of Law**  
**REQUEST FOR GRADUATE ASSISTANT EMPLOYMENT**  
**OUTSIDE OF HOME ACADEMIC DEPARTMENT**

All requests received after employment has begun will be denied for that Semester

<b>SECTION A: (To Be Completed by Graduate Student)</b>			
Last Name:	First Name:	Panther ID#:	
Requesting Academic Department:			
Departmental Contact:			
Semester(s) of Employment:	Fall 20_____	Spring 20_____	Summer 20_____
Estimated percentage of employment (See Chart Below):			
<b>FTE Average # hours/week</b>	<b>Average # hours/week</b>	<b>Total # of Hours for Month-Month Graduate Assistants per Pay Block</b>	<b>Total # hours for Semester by Semester Graduate Assistant per Pay Block</b>
20%	8	140	120
25%	10	175	150
30%	12	210	180
35%	14	245	210
40%	16	280	240
45%	18	315	270
50%	20	350	300
I understand that I must meet a part-time enrollment minimum and that I cannot take academic overload during semester(s) of employment. I also understand that I cannot serve as a student assistant or in any other employment category in another department or college except as a research assistant.			
Student Signature:			
Date:			
<b>SECTION B: (To Be Completed by Hiring Department Official)</b>			
This certifies that the hiring department has requested approval to hire the above referenced graduate student for the term(s) indicated.			
Approved by Department Official:			
Date:			
<b>SECTION C: (To Be Completed by Home Department)</b>			
Enrollment Status:	Academic Eligibility:	Decision:	
<input type="checkbox"/> Full-time	<input type="checkbox"/> Eligible	<input type="checkbox"/> Approved	
<input type="checkbox"/> Part-time	<input type="checkbox"/> Ineligible	<input type="checkbox"/> Denied	
Home Department Official:			
Date:			

08/2012

Please Fax completed form to 404.413.9065 or Scan and Email completed form to alymon@gsu.edu.