



**College of Law Litigation Program**  
**GRADUATE ASSISTANT PERSONNEL ACTION FORM**  
 [Complete Highlighted Areas Only]

**PF2A-1**

**SECTION A:**

Hiring Department College of Law/Lawying Advocacy Program Budget Number (9 Digits) 18100000

Appointment term: Spring 20 Current Hirer's/Initiator's name : Corneill Stephens

**SECTION B:** Please provide information about all assistantships (and funding sources) being offered to a **single student**. [\*\*Per Section]

Name (Last, First, M.I.)	Panther Card #	EMPLID#	Title/ Level	FTE	Speedtype	Total Compensation	Per month compensation	Start Date	End Date
			GRA/1	10%	LITIGATION	\$250.00**	\$62.50**		
	GSU E-mail Address		<input type="checkbox"/> Check here if you working more than one Litigation Section. Number of additional sections: _____						

**SECTION C:**

Does student have another graduate assistantship? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is this an <input type="checkbox"/> internal or <input type="checkbox"/> external position? If external, for which department?	How many hours will you work per week for additional position(s)?
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*I have read and understand the requirements and policies for Graduate Assistants in the College of Law. I have also received a copy of the university's Graduate Assistant Policy. I understand that I may not serve in any other employment category at the University except as a Graduate Assistant. In addition, I understand that a tuition waiver is not applicable for this appointment.*

Supervisor's/Initiator's signature \_\_\_\_\_ Date \_\_\_\_\_

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

**SECTION E:**

Authorized Name and signature for Budget Unit \_\_\_\_\_ Date \_\_\_\_\_

Dean, VP, Provost, or President (or authorized designee, as required) \_\_\_\_\_ Date \_\_\_\_\_

Please return completed form to 432 COL. If student has not worked at Ga. State University in the last 6 months, please direct student to complete a graduate assistant hire packet at the University's HR Office.