

Graduate Assistantship Offer

This form must be signed and returned to the hiring department.

Student Name: _____

SFA Campus ID: _____

You have been offered a Graduate assistantship under the following category:

- Teaching Assistantship** – A graduate Teaching assistant works with students in a specific course or laboratory to provide support for the faculty member in charge, and, in some cases, to teach the course as the primary instructor, under the guidance of a faculty member.

Courses being taught: _____ in
_____ Program of study

- Research Assistantship** – A graduate research assistant is responsible for assisting faculty with research activities, including conducting library searches, literature reviews, fieldwork, and/or laboratory experiments, collecting, analyzing, and interpreting data, and preparing reports.

Indicate which research grant is being utilized _____

- Administrative Assistantship** – A graduate administrative assistant is responsible for assisting faculty and/or staff with administrative duties, including gathering, organizing, and analyzing information related to the operations and activities of a department or a departmental project, program, or function.

Please confirm our Graduate Assistantship offer in the department of _____
for the following dates _____.

Your appointment will carry a total stipend of \$ _____ distributed over the dates listed on the Office of Research and Graduate Studies website home page for distribution details.

Deductions will be made from this amount for the usual withholdings for general income taxes and social security benefits. Graduate assistants must pay full tuition and fees under Texas Law.

This offer is contingent upon verification of your employment eligibility in the United States. Your appointment carries the expectation that you will devote full time to the combination of assistantship duties and graduate studies. You must be clearly admitted into a program and be

registered for classes. Continuation of your appointment will require satisfactory performance in course work and assigned duties.

*****CRITICAL INFORMATION*****

Neither Human Resources nor the payroll office can process your appointment until we receive your written response accepting this appointment AND you have attended a mandatory new employee orientation session. You will not receive a payroll check unless this is handled in a timely manner. You should attend the mandatory new employee orientation on or before your first workday. Failure to attend orientation on or before your first day of employment may impact your health insurance benefits. Please contact Human Resources at (936)468-2304 to schedule a time for your orientation.

This offer will be automatically withdrawn should you fail to report for duty at the beginning of the semester or summer session indicated above.

As soon as possible, please indicate below your acceptance or refusal of the Graduate Assistant appointment.

Please return to:

I accept Department: _____

I do not accept Address: _____

Print Student Name Signature Date

Print Supervisors Name Signature Date

Print ORGS Deans Name Signature Date