****

**Request for Non-Academic Graduate Assistant** (MAC Form)
(Return this form electronically to Dr. Simon Møller, with a paper copy also.)

**Position Title:**

**Description of Services Provided by Department:**

**Description of the student learning experience and how it relates to student’s field of study:**

**If the student’s learning experience is not related to the student’s field of study, please describe how the student will benefit from this Graduate Assistantship.**

**Describe the major activities the GA will be involved with and evaluated on:**

1.
2.
3.
4.

**Qualifications:**

* Describe the type of graduate degree program related to the Assistantship being requested
* Completed a bachelor’s degree from an accredited college or university with a major in
* Experience required

**Compensation:**

* Stipend in the amount of $
* Tuition remission [ ]

**Dates of Assistantship:**

* Start date       and end date       by Academic Year (e.g. Fall 2015-Spring 2016)
* Hours per week       (excluding breaks and university holidays)
* (If the GA is required to be available during breaks and university holidays specify in the original contract-otherwise they are not required.)
* (If the GA is required to be available one week before and one week after the beginning/end of the semester specify in the original contract-otherwise they are not required.)

**Requested by:** **Contact who gets resumes:** Date:

**Reviewed by:**
Date:
Department VP/Manager

**Reviewed by:** Date:
Faculty Advisor/Chair

**Approved by:** Date:
Simon Geir Møller
Senior Vice Provost for Graduate Education and Research