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**Request for Non-Academic Graduate Assistant (PC Format)**(Send this form electronically to Dr. Simon Møller, as well as a paper copy.)

**Position Title:** Graduate Assistant for Click here to enter text.

**Description of Services Provided by Department:** Click here to enter text.

**Description of the student learning experience and how it relates to student’s field of study:** Click here to enter text.

**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.** Click here to enter text.

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

1. Click here to enter text.
2. Click here to enter text.
3. Click here to enter text.
4. Click here to enter text.

**Qualifications:**

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

**Compensation:**

* Stipend in the amount of $ Click here to enter text.
* Tuition remission

**Dates of Assistantship:**

* Start date Click here to enter a date. End date Click here to enter end date.by Academic Year (e.g. Fall 2015- Spring 2016)
* Hours per week Click here to enter text.(excluding breaks and university holidays)
* (If the GA is required to be available during breaks and on university holidays it must be specified in the original contract-otherwise they are not required.)
* (Need 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:** Click here to enter text.Date:Click here to enter date.

**Reviewed by:** Click here to enter text.Date: Click here to enter date.  
Department VP/Manager

**Reviewed by:** Click here to enter text.Date: Click here to enter date.  
Faculty Advisor/Chair

**Contact to receive resumes**:  
Click here to enter text.

Approved by:   
Date: Click here to enter date.  
Dr. Simon Geir Møller  
Senior Vice Provost for Graduate Education and Research