**Request for Non-Academic Graduate Assistant**

(Send this form electronically to Ms. Eyenit Santana at [santanae@stjohns.edu](mailto:santanae@stjohns.edu))

**Position Title:** Click or tap here to enter text.

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

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

Click or tap 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 or tap here to enter text.

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

**Qualifications:**

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

**Compensation:**

* Stipend in the amount of $
* Tuition remission
* Please confirm that this Graduate Assistantship is a replacement position

**Dates of Assistantship:**

* Start date:Click or tap here to enter text., End date: Click or tap here to enter text.by Academic Year (e.g. Fall 2019-Spring 2020)
* Hours per week 20 (excluding breaks, university holidays, evenings and weekends)
* (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 or tap here to enter text. **Unit Approval:**

Date:Click or tap to enter a date. Date:Click or tap to enter a date.

Department VP/Manager

**Approved by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:Click or tap to enter a date.

Office of the Provost **Contact to receive resumes:**

Click or tap here to enter text.

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Dr. André McKenzie

Vice Provost

Academic Support Services & Faculty Development