

## GRADUATE ASSISTANT POSITION REQUEST FORM

The Office of Graduate Studies & Academic Outreach has a limited number of graduate assistantships. Requests will be considered from academic departments that have graduate programs or units on campus which provide services to graduate students. Graduate Assistant requests will also be considered from individual faculty members who can provide cost share for the position.

Requests will be evaluated and allocated based on the following criteria:

- GA assists with department research, teaching needs, and/or unit activities.
- GA position will promote graduate program growth and/or unit enhancement.
- GA position will help with recruitment of high-quality students.
- Department or unit can provide cost sharing for the GA position.
- The department or unit has a viable mentoring and supervision plan for the GA.
- GA will be pursuing a degree/occupation in the department/unit requesting the position.
- GA will be provided with professional development opportunities.
- The department or unit has demonstrated record of graduating graduate assistants.

Submit all graduate assistant requests to the Office of Graduate Studies & Academic Outreach by **December 16, 2022**. Graduate assistant positions should not be advertised or posted until awarded by the Office of Graduate Studies. After positions are approved, an appointment form will need to be completed and submitted to Janna Shanno ([shannojj@unk.edu](mailto:shannojj@unk.edu)).

Questions:

Mark Ellis, Dean of Graduate Studies & Academic Outreach

Megan Adkins, Associate Dean of Graduate Studies & Academic Outreach

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**GRADUATE ASSISTANT POSITION REQUEST FORM**

Date: \_\_\_\_\_

College/Office: \_\_\_\_\_ Department: \_\_\_\_\_

Graduate Program: \_\_\_\_\_ Graduate Program Enrollment: \_\_\_\_\_

Requested Length of Appointment (if other than 2 years): \_\_\_\_\_

Name of the GA who currently occupies the position: \_\_\_\_\_

GA Position:            New            Renewal

GA Status:            Full time    Part time

GA Type:            Research    Teaching       Other \_\_\_\_\_

*\*Graduate Assistants must be degree-seeking students*

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Please respond to the items below in full detail using the aforementioned criteria. Responses to items below should be submitted as an attached document to the completed request form. If requesting multiple positions, an application should be completed for each position.

- I. **Outline the duties of the graduate assistant**
  - II. **Describe how the graduate assistant assignments will connect the requested responsibilities and duties to the mission of the department or unit, Office of Graduate Studies & Academic Outreach, and University of Nebraska at Kearney.**
  - III. **Describe how the graduate assistant will assist in meeting the current departmental/unit needs and future departmental/unit plans.**
  - IV. **Outline a purposeful professional development plan for the graduate assistant.**
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**Approval:**

\_\_\_\_\_  
Graduate Program Chair                      Date

\_\_\_\_\_  
Department Chair/Program Chair        Date

\_\_\_\_\_  
Dean of Graduate Studies & Academic Outreach    Date