



HIRING A GRADUATE ASSISTANT:

Download: Graduate Assistantship Appointment letter from the Graduate School web site:
<http://www.uri.edu/gsadmis/GradFormsPage.html#GSA>.

Format: Once you have opened the letter, click the highlighted fields box (top right in colored band) in order to show the form fields in the letter. You can tab from one field to the next throughout the letter.

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FILL IN THE FOLLOWING FIELDS:

Department: Hiring department name.

URI ID: Generated when student applies for graduate school.

Rec #: Job number. Handwrite record # after the job is entered in e-Campus.

Terms: (Drop down box) The work period and hours per week.

Date: The date of the letter.

Name & Address: Mailing name and address of the Graduate Assistant. Lines are available for a three or four line address.

Salutation: Dear Ms. Smith:

FILL IN THE FOLLOWING DROP DOWN BOXES: Choose the appropriate pay level and terms of the Graduate Assistant's offer from the choices in the drop down boxes within the form.

Stipend Rate: Choose the stipend rate that corresponds to the student's level, hours per week and work period.

Graduate Student Level: (Levels are equivalent to steps in e-Campus)

Level I – Working on Masters

Level II – Completed Masters, working on PhD

Level III – Finished oral/written exams

Work Period: Includes the type i.e., academic, fall, spring; hours per week and the stipend rate.

Work Dates: Specific work dates of the job.

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Name: Name of Department Chair/Dean for Teaching Assistantships, P.I. for Research Assistantships and Director/VP/Dean for Administrative Assistantships.

Title: Title of person named above.

Enclosures: You may fill in enclosures if you have a new hire and you want to include the I-9 and documentation, original Social Security Card request, Bar of Claims, and Drug Free form. For a list of required employment documents please visit http://www.uri.edu/ecampus/hr/documentation/student_employment_forms.pdf. All non-U.S. Citizens must come to the Payroll Office prior to starting work.

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Duties and Responsibilities Addendum: If an additional description of your Graduate Assistant's duties and responsibilities is necessary, enter the information on page three of the offer letter. Depending on your department's business process, if no additional information is needed, you may write "no further duties and responsibilities" or you may wish to exclude page three, which is an optional page.

Print Graduate Assistantship Appointment Letter: Have the necessary person sign the letter (Department Chair/Dean for Teaching Assistantships, P.I. for Research Assistantships and Director/VP/Dean for Administrative Assistantships). Print the letter on Department/Office letterhead.

Send/Deliver: Appointment letter mailed/delivered to Graduate Assistant along with any necessary enclosures.

CC to Dean's Office & Grad School: A copy of the signed letter needs to be forwarded to the Dean's Office & Graduate School after you've entered the assistantship in the e-Campus HCM system.

Entering Job into e-Campus

When signed letter is returned enter Graduate Assistantship into the e-Campus HCM system. If you need assistance with this process visit the e-Campus HCM web site which includes extensive documentation on hiring a Graduate Assistant <http://www.uri.edu/ecampus/hr/documentation.html>. Take advantage of the Graduate Assistant Payroll processing classes that are given each month.