FORM B **HOURLY PAY**

TARLETON STATE UNIVERSITY Date: _____ Requisition No. _____

GRADUATE ASSISTANT REQUISITION FORM

Requisition Form – Complete in detail and forward through administrative channels

Classification of Vacant Position:

**Graduate Teaching Assistant I (Use Form A)
**Graduate Teaching Assistant II (Use Form A)
**Graduate Laboratory Assistant I (Use Form A)
**Graduate Laboratory Assistant II (Use From A)
**Graduate Assistant Special (Use Form A)
**Graduate Assistant Special (Doctoral) (Use Form A)
☐ Graduate Assistant Non-Teaching (paid hourly) (9180)
**Graduate Assistant Research I (Use Form A)
**Graduate Assistant Research II (Use Form A)

Employing Department:

Recommended Salary:

For:

☐ 1.5 months ☐ 3 months ☐ 4.5 months

☐ 9 months ☐ 12 months

Refer applicants to:	Title:	Room No.	Ext. No.	Beginning Date:

Type of Position:

New _____ Rehire (fill in name) _____

Fill Resignation (old name) _____(new name)_____

Fill Transfer (old name) _____(new name)_____

Other _____

Certification of funds:

_____ _____
Fiscal Officer Date

AD LOC No. _____ Fund Source _____

Education Requirement:

Work/Skills Requirement:

Job Duties:

Approved:

_____ _____
Department Head Date Vice President Date

_____ _____
Dean (If Appropriate) Date President Date

_____
Graduate Dean Date