

**FORM A**  
**TARLETON STATE UNIVERSITY**  
**GRADUATE ASSISTANT REQUISITION FORM**

Date: \_\_\_\_\_ Requisition No. \_\_\_\_\_

Requisition Form – Complete in detail and forward through administrative channels

Classification of Vacant Position:

Graduate Teaching Assistant I (7550)  
 Graduate Teaching Assistant II (7553)  
 Graduate Laboratory Assistant I (7423)  
 Graduate Laboratory Assistant II (7424)  
 Graduate Assistant Special (TBD)  
 Graduate Assistant Special (Doctoral) (9179)  
 \*\*Graduate Assistant Non Teaching (paid hourly use Form B)  
 Graduate Assistant Research I (9221)  
 Graduate Assistant Research II (9222)

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: _____
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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 _____	