

GES Assistantship Request Form

This form is mandatory to establish, or change assistantship request. This must be completed and turned into the department main office at least one week before the deadline. The deadlines are:

Summer 2023 : April 2023 Fall 2023 : July 2023 Spring 2024 : November 2023

Department Contact Information

PI/Faculty:		Dept. Org Code:	860B
PI/Faculty Banner ID		Beginning Date:	
Chair Signature:		End Date:	
Dept. Originator:		Index	

Accounting

Rate of Salary	\$	Per Month	Appointment %		25	50	75
Are you paying course fee, or GPSA fee?	Yes No	If so, what is the amount approved? \$	Are you authorizing Dissertation Only:	Yes No	How many tuition credit hours are you authorizing?		

Health Insurance: The University of New Mexico provides full payment of the assistantship recipient's insurance coverage premium, on a semester-by-semester basis, provided the FTE is 25% or higher and all other eligibility criteria to hold the assistantship is met.

Position Title: _____

Job Responsibilities

Justification if changes are requested, or if request is after the deadline.

Are you changing the salary amount? If yes, please explain. _____

Are you submitting this form after the deadline? If yes, please explain. _____

Student Information

Name:	_____		
Banner ID:		Are you authorizing a background check?	Yes No
Does the student have a 3.0 GPA? Grade Point Wavier	Yes No	If no, please explain and request grade point waiver.	

Type of Assistantship (Please select the type of Assistantship position that is being offered)

Assistantship	Description	Y	N
Teaching Asst Regular	Directly involved in producing student credit hours, i.e., responsible for one or more classes or lab sections. Teaching Assistants may not teach courses offered for graduate credit.		
Teaching Asst Special	Directly involved in producing student credit hours, i.e., responsible for one or more classes or lab sections. Teaching Assistants may not teach courses offered for graduate credit.		
Graduate Asst Regular	Student whose duties are related to instruction, but who is not directly involved in producing student credit hours.		
Graduate Asst Special	Student whose duties are related to instruction, but who is not directly involved in producing student credit hours.		
Research Asst	assists in research work that is relevant to the assistant's thesis, dissertation or other requirement for a graduate degree.		
Project Asst.	Performs work required by a research grant, contract or special project that is not necessarily directly related to degree requirements. Employment associated with administrative/office support should not be classified as a project assistantship.		

For information related to labor or the Collective Bargaining Agreement, please visit: <https://oap.unm.edu/>

For information regarding academic aspects of assistantships, please visit: <https://grad.unm.edu/funding/assistantships.html>