

### 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 2017 : April 24, 2017 Fall 2017 : July 10, 2017 Spring 2018 : November 27, 2017

#### 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 % | 10                                     | 25     | 50   | 75 |
| Are you paying course fee, or GPSA fee? | Y or N | If so, what is the amount approved? | \$            | Are you authorizing Dissertation Only: | Y or N | 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:             |  |
| <b>Job Responsibilities</b> |  |
|                             |  |
|                             |  |

#### 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?               | Y or N |
| Does the student have a 3.0 GPA? Grade Point Wavier | Y or N | 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. |   |   |