

Department/Professor/Office inform Graduate Student Services Specialist they are interested in hiring a Graduate Assistant

Funding details are confirmed
(new position v. grandfathered, budget responsible for stipend, tuition to be paid?)

If hiring party has already identified student to receive GA position

If hiring party does not have a student in line /wants to advertise position

Hiring party sends position description to GSSS and/or GSSS pulls recent description from GA jobs board site

Position is posted to the GA Jobs Board and hiring party given access to site/instructions on how to navigate

GSSS is informed of student to receive position, confirms receipt of candidate, determines if student Renewal or New Hire

If Renewal, appointment form is drafted

If student has never held a GA position before, the hiring party will complete the New Hire Web Form for the student to be hired (link below)

Student signs Appointment form and is given copy for personal records

Upon receipt of New Hire Web Form:
-Hire acknowledgment and Background Check sent to candidate
-Hiring packet and Appt Form built

Bursary is informed of Tuition Waiver

After clean background check, student is called in for paperwork session (Sent orientation link if top of semester)

Appointment form/New Hire packet is delivered to HR

Student completes New Hire packet and presents their I-9 documents to GSSS

Acknowledgment email is sent to student/supervisor/HR informing everyone that student's hiring process is completed and they are free to establish schedule with supervisor/begin work

Student is E-Verified using I-9 documents

HR enters student's info into OneUSG prior to monthly payroll deadline so student may be paid

Student works and logs their hours in OneUSG, is paid on final working day of each month

