KUTZTOWN UNIVERSITY
GRADUATE ASSISTANTSHIP REQUEST FORM

(Use a separate form for each assistantship requested, i.e., two assistantship requests require two separate forms, even if the job description is the same.)

All graduate assistantships are awarded on a competitive basis for nine months (fall and spring semesters). They are linked to the learning outcomes of graduate programs and enhance the graduate student's educational experience. Graduate assistants must be admitted to a graduate degree program and enrolled for at least 6 or 9 credits each fall and spring semester that are applicable to their program of study. Applications must be submitted annually for all graduate assistant positions.

Department/Program/Office

Name of person completing form

GA Position Type
New GA Position
Existing GA Position (Select current funding source)

What funding source are your requesting for this Graduate Assistantship (please select one)

Enter Cost Center for Department or External Funding

Will your Current GA be
returning? If Yes, Name   Date of expected graduation

GA appointment workload

Hours per week for GA

Starting term for the position

Please note that department-funded and external funded graduate assistantships require that the stipend and 50% of the tuition must be covered through the funding source. The remaining 50% of the tuition will be covered through central funding.

GA Position Title

*Title should reflect the overall skills or function (i.e., Design Assistant) that represent the overall role of the assistantship.

GA Supervisor Name   GA Supervisor Phone
GA Supervisor Email

Position Description (200 word maximum): Include the types of skills, previous experience (if any), and soft skills that are needed for the requested role. Note that the position description will be used for posting the position (if approved).

What is the educational benefit to the student?

What is the importance of the position to university operations?

Contact Person for GA Request

Department Chair or Manager Approval

College Dean or Director Approval