This form must be completed by for each graduate assistant position

Hiring Department: ___________________________  Position #: ________________________

Contact Person: ____________________________  Telephone #: ______________________

Name of student currently in position: ___________________________  UTC ID: ____________

Submit this form to the UTC Office of Human Resources, fax # 425-4574.

Classify the graduate assistantship position. Estimate the percent of time devoted to each area. Contact Randy Walker (4478), Dean of the Graduate School or in the HR Office Dan Webb (4760) or Jina Johnson (4014) if you have questions.

☐ Teaching ____%  ☐ Research ____%  ☐ Service ____%  ☐ Unsure ____%

☐ Professional Service ____%

Position description / responsibilities: