

Questrom School of Business

STUDENT ASSISTANTSHIP FORM

(CURRICULUM SUPPORT or RESEARCH)

Note: ALL sections of this form must be completed. Incomplete forms will be returned.

EMPLOYEE PERSONAL INFORMATION

ARE YOU: Undergraduate Graduate Doctoral
WORK AUTHORIZATION STATUS: U.S. Citizen/Permanent Resident
 Visa - Country of Citizenship: _____
WORKED ON CAMPUS BEFORE? Yes No**
 **Please contact the Sr. Payroll Coordinator for additional hire paperwork

Last Name	First Name	BUID
Local Address	City	State
Email	Phone Number	

WORK ASSIGNMENT

Type of Appointment (check one):		Pay Scale	
<input type="checkbox"/> Proctor	A registered student whose duties include helping to administer exams (including distribution, collection, and verification of identity), helping the instructor maintain academic integrity at exams, and serving as a witness should an incident of alleged academic misconduct occur.	Proctor: <input type="checkbox"/> Undergraduate \$11.00 <input type="checkbox"/> Graduate \$15.00	
<input type="checkbox"/> Course Assistant:	A registered student whose duties include conducting discussions sections or labs, grading assignments and multiple-choice exams, holding office hours for tutoring, and proctoring exams.	Course Assistant: <input type="checkbox"/> Undergraduate \$11.00 <input type="checkbox"/> Graduate \$15.00 <input type="checkbox"/> Doctoral \$15.00	
<input type="checkbox"/> Teaching Assistant:	A registered student who performs the duties of a Course Assistant and serves as an instructional apprentice under the supervision of a faculty member.	Teaching Assistant: <input type="checkbox"/> Undergraduate \$12.00 <input type="checkbox"/> Graduate \$16.00 <input type="checkbox"/> Doctoral \$20.00	
<input type="checkbox"/> Research Assistant:	A registered student who works with an individual faculty member on specific research project.	Research Assistant: <input type="checkbox"/> Undergraduate \$12.00 - \$14.00 <input type="checkbox"/> Graduate \$16.00 - \$18.00 <input type="checkbox"/> Doctoral \$20.00 - \$22.00	

Professor/Department	Course Number/Section	\$ Pay Rate	Approx. Hrs/Week
Student's First Day of Work	Account/Cost Center		

Employment Duration:
 Fall 2016 Spring 2017 Summer I 2017 Summer II 2017 Other (if dates do not align with semester)
 (9/5/16 - 1/15/17) (1/16/17 - 5/21/17) (5/22/17 - 6/25/17) (6/26/17 - 9/3/17) (Start Date: _____ End Date: _____)

AUTHORIZATION

Supervisor's Name (print)	Supervisor's Signature	Date
Department Authorization Name	Department Authorization Signature	Date

(for internal use only)

Unit: _____ Dept: _____ Source: _____

Date Received: _____ Date Input: _____

Approved: _____ Job Number: _____