

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.

Please submit in PDF Format

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 Payroll Administrator for additional hire paperwork

Last Name	First Name	BUID
Local Address	City	State Zip Code
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 \$13.50 <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 \$13.50 <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 \$14.00 <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 \$13.50 - \$15.00 <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:			
<input type="checkbox"/> Other (if dates do not align with semester)	Fall 2021	Spring 2022	<input type="checkbox"/> Summer I 2022 <input type="checkbox"/> Summer II 2022
(Start Date: _____ End Date: _____)	(8/30/21 – 1/16/22)	(1/17/22 – 5/22/22)	(5/23/22 – 6/19/22) (6/20/22 – 8/28/22)

AUTHORIZATION

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

(for internal use only)

Unit: _____ Dept: _____ Source: _____

Mail Code: _____ Date Input: _____

Approved: _____ Job Number: _____

Second Supervisor