

**Graduate Assistant Hiring Directions**

Please follow these guidelines when hiring a Graduate Assistant (GA).

Important notes:

* Gain permission to hire a GA through the Graduate School, your department or your grant.
* GAs must have a 3.0 GPA in grad school at UNCP (if applicable) and be enrolled in 9 semester hours of graduate coursework. New graduate students, without an established graduate GPA, are still eligible for hire.
* ALL GAs are expected to present at the Research Symposium, held during the spring semester.
* ALL AA-funded GAs are required to participate in one [professional development](https://www.uncp.edu/academics/colleges-schools/graduate-school/professional-development) session a semeste*r*(can be those offered by our office or your department-if available and approved).

1. If you are **re-hiring** a returning GA for the same position from the previous semester/year, you need to:
2. Confirm the 3.0 GPA and 9 semester hours of graduate coursework (see above) requirement.
3. Complete the GA contract ([Graduate Assistant Assignment Agreement](https://www.uncp.edu/academics/colleges-schools/graduate-school/graduate-students/graduate-assistantships); scroll to the bottom of the webpage to download)
4. Submit a copy of the job description and responsibilities signed and dated by the GA
5. Submit new tax forms - only if tax information has changed
6. Submit new [Direct Deposit](https://www.uncp.edu/facultystaff/human-resources/forms) **directly to PAYROLL office** – only if payroll deposit information has changed
7. **GO TO D**

NOT re-hiring the same GA for the same position?

1. **You may CHOOSE to** Post the position on HandShake Site <https://uncp.joinhandshake.com>.
2. Interested students will apply for GA positions though HandShake if you post it there. Otherwise, you can utilize an informal application and interview process.
3. Select the most qualified applicants, interview, call references, as you want and select a GA. Confirm a 3.0 GPA in grad school and enrollment in at least 9 semester hours of graduate coursework.
4. If you posted it on HandShake, close the position when you select a GA and s/he agrees to take the position.
5. If the GA has worked for UNCP in some capacity, select the most qualified applicant (see above), then:
6. Confirm a 3.0 GPA in and enrollment in at least 9 semester hours of graduate coursework.
7. Complete and submit GA contract (Graduate Assistant Assignment Agreement) with your new GA
8. Submit a copy of the job description signed and dated by the GA
9. Submit new tax forms – only if tax information has changed
10. Submit new [Direct Deposit](https://www.uncp.edu/facultystaff/human-resources/forms) (form linked under Payroll Forms on HR website) **directly to PAYROLL office** (do NOT submit to Graduate School), only if payroll deposit information changed – **GO TO D**
11. If you are hiring someone who hasn’t worked for the university in the last year, then complete and submit **to the GRADUATE OFFICE ALL AT ONE TIME**:
12. GA contract (Graduate Assistant Assignment Agreement) – under Employment Forms
13. W-4 [(W-4 Employee's Withholding Allowance Certificate](https://www.uncp.edu/facultystaff/human-resources/forms)) tax form (form linked under Payroll Forms on HR website)
14. NC-4 [(NC-4 Employee's Withholding Allowance Certificate)](https://www.uncp.edu/facultystaff/human-resources/forms) tax form (form linked under Payroll Forms on HR website)
15. A copy of the job description and responsibilities signed and dated by the GA
16. E-Verify documentation – Student completes the [I-9 Employment Eligibility Verification](https://www.uscis.gov/i-9-central) form. ***Someone in your department*** *takes this I-9 form and runs the E-verify report.*
17. Submit new [Direct Deposit](https://www.uncp.edu/facultystaff/human-resources/forms) (form linked under Payroll Forms on HR website) **directly to PAYROLL office** – **GO TO D**
18. If the GA is being paid by a grant OR by a department or division (Bookstore, Counseling Center, etc.) funds, then you need to complete the Banner Fund/Org and Acct# and the financial Manager signs and dates, as indicated.

**All documents**, **except** the Direct Deposit form, should be submitted to Ms. Christine Bell, Assistant Dean of the Graduate School, in Hickory Hall North, room 112.

* GAs are paid once a month, at the end of the month starting after their first full month of work.
* GAs do not have to keep hours officially, BUT PLEASE make sure you or your GA are keeping up with their time. Issues will arise where this is needed.