

REQUEST FOR STUDENT APPOINTMENT

Non-TAs ONLY

If you'd like to use this as a fillable form, please open it with Adobe

Requested by: _____ on _____
Faculty/Staff Date

Please Appoint:

Name: _____

UT EID: _____

Email address: _____

UT Job Title: (please select one)

Graduate Research Assistant (GRA)

- *For graduate students performing academic research*
- ***GRAs must be enrolled for at least 9 hours in a long semester and 3 hours in a summer session and must be in good academic standing to be eligible to work in the title***
- *GRAs must be appointed for at least 20 hours per week for 4.5 continuous months to be eligible for benefits*

Undergraduate Research Assistant (URA)

- *For undergraduate students performing academic research*
- *URAs must be enrolled for at least 12 hours in a long semester*
- *URAs are paid on an hourly basis and are not benefits eligible*

Senior Student Associate (SSA)

- *For graduate or undergraduate students performing non-academic functions, such as office and clerical work, customer service, data entry, and technical support*
- *SAs/SSAs must be enrolled in at least 6 hours in a long semester*
- *SAs/SSAs are paid on an hourly basis and are not benefits eligible*

Account no(s). to pay salary (required): _____

Account no(s). to pay tuition*: _____

Please indicate dollar amount or number of credit hours to pay: _____

Account no. for background check (required; must end in 50-59): _____

**Tuition remission for GRAs will be required on all grant proposals and contracts, unless the sponsor does not allow tuition remission. If this is for a GRA on a sponsored project account (26 account), please state the reason that tuition is not being paid, if it is not being paid:*

Hourly Pay Rate: _____ Hours per Week: _____

Limits on work hours for graduate students only:

Assignments in a student job title at the university, including academic as well as non-academic positions, may not exceed 20 hours per week during the first two long semesters (fall/spring) of graduate study at UT Austin, and no more than 30 hours per week during the subsequent semesters, including summer.

Limits on work hours for URAs only:

URAs must not exceed 20 hours per week total during long semesters.

Start Date: _____ End Date: _____

Job Duties:

Classification (Undergraduate or Masters or Ph.D.): _____

I would like to request a workspace for this student in SRH.

Location? (if known) _____

I do not need a workspace for this student in SRH.

NOTE: *Student appointments may be terminated at any time due to academic or non-academic reasons, such as failure to perform required duties. Please consult LBJ HR if you have questions or concerns.*

Signature or Electronic Signature of Mgr. or Designee

Date

Approved by CBO or Dean

Date

Please submit this form to Carla Darocy in HR at c.darocy@austin.utexas.edu

Updated 7/13/19