

GRADUATE ASSISTANT DUTIES AND RESPONSIBILITIES

For the 2015-2016 Academic Year

Position Title _____

The Duties and Responsibilities for the Graduate Assistant position in the XXXXXX department (s) are:

- 1) *Due Date:
- 2) Due Date:
- 3)

(* Duties for the duration of the GA assignment may be listed as “Ongoing”.)

Signature of Supervisor(s):

(1) _____ Date: _____

(2) _____ Date: _____

(3) _____ Date: _____

I acknowledge that I have reviewed this list of duties and responsibilities with my supervisor(s) and understand the performance expectations associated with my GA role. I also understand that this list may be periodically reviewed, resulting in revised duties and responsibilities and/or due dates.

Signature of Graduate Assistant _____ Date _____

If major changes are made to this agreement, please send a revised form to Cathy Martin in the Provost Office, 508 North Hall.