

GRADUATE ASSISTANT POSITION REQUEST FORM 2026-2027

Due October 31, 2025

Submit this form using the following- **Link**

The Office of Graduate Studies & Academic Innovation has a limited number of graduate assistantships. Requests will be considered from academic departments or units that provide graduate students with meaningful professional experiences that build workforce skills and readiness. Graduate Assistant requests will also be considered from individual faculty members who can provide cost share or fully fund the position.

Definition of Graduate Assistant Role Types:

Graduate Assistants typically fall into one of three categories at UNK. Each type of GA role provides unique benefits and has different job functions which are outlined below. Requesting a GA as “Other” is allowed, but you must provide a detailed description of the duties when completing the online form.

Graduate Assistant (GA): A graduate student who carries out administrative, programmatic, or academic support functions in a department or unit, often assisting with non-instructional tasks that align with the department’s mission. (Hourly)

Teaching Assistant (TA): A graduate student whose primary responsibilities (51%) involve instructional support, grading, leading discussion/lab sessions, tutoring, or (in some cases) serving as instructor of record under supervision. (Salaried)

Research Assistant (RA): A graduate student whose primary responsibilities (51%) involve research-related tasks under faculty supervision—data collection, analysis, literature review, preparation of reports, lab work, etc. (Salaried)

All requests will be evaluated and assigned based on the criteria provided in the GA Guide.

Questions:

Megan Adkins, Interim Dean of Graduate Studies & Academic Innovation
Sharon Johnson, Graduate Assistant Coordinator

adkinsmm@unk.edu
johnsons@unk.edu

GRADUATE ASSISTANT POSITION REQUEST FORM

Date: _____

College/Office: _____ Department: _____

Primary Supervisor/Point of Contact _____

Name of the GA who currently occupies the position: (if applicable) _____

GA Position: ☐ New

GA Status: ☐ Full time ☐ Part time

GA Type: ☐ Research ☐ Teaching Graduate Assistant

Note: The final decision regarding the GA type will be determined by the UNK HR

Please review the graduate assistant guide, complete the attestation form, and respond to the questions in full detail. Responses to questions should be submitted as an attached document to the completed request form. If you are requesting multiple positions, an application should be completed for each position.

Approval:

Graduate Program Chair Date

Department Chair/Program Chair Date

Dean of Graduate Studies & Academic Innovation Date

Directions for Requestors

The Office of Graduate Studies & Academic Innovation (OGSAI) has a limited number of graduate assistantships available each year. To ensure that requests both support departmental needs and provide meaningful professional development for students, all sections of this form must be completed in full.

Please read carefully before completing the form:

1. Review the Important Notes and Attestations to ensure your request meets eligibility and policy requirements.
2. Complete all five sections of the form, providing clear and detailed responses. Incomplete forms will not be considered.
3. Be specific about how the GA will gain workforce readiness skills and professional development opportunities.
4. Identify a primary point of contact for supervision and communication with OGSAI.
5. Submit the completed form through the designated Qualtrics link by the stated deadline.

Important Notes Before You Begin (Information Only)

- Graduate assistants must be degree-seeking, have completed their undergraduate degree, and be enrolled in graduate-level coursework to be eligible.
- Tuition support covers up to 18 credit hours per academic year.
- Graduate assistants must maintain good academic standing (minimum 3.0 GPA).
- Positions are campus-based only; fully remote positions are not permitted.
- GA appointments are typically approved for two years; if a GA does not complete the full term, tuition support may be prorated.

ATTESTATIONS (check each box to confirm)

Graduate students selected for the assistantship will meet the criteria outlined above.

Clerical or routine tasks will not exceed 15% of assigned duties.

Workload will be maintained at or below 20 hours per week; any TA/RA overload requests will be submitted at least one week before the semester begins.

Graduate assistant appointments are hourly positions. All time will be tracked, submitted weekly, and approved by the supervisor, who is responsible for maintaining records and ensuring compliance with the 20-hour limit.

The Office of Graduate Studies & Academic Innovation (OGSAI) will be notified promptly of any changes in assignment, supervision, or expectations.

Departments/units will complete all assessments and evaluations requested by OGSAI within the timelines provided.

Instructions for Sections 1–5

Provide clear, specific responses in each section. Outline duties, connect them to student professional development, and explain how the role supports your unit's mission. Describe structured supervision, mentoring, and evaluation methods. Include professional development opportunities (e.g., workshops, research, teaching) and note any cross-disciplinary potential with transferable skills.

Section 1: Position Overview

- Outline the duties and responsibilities of the GA.
- Explain how these duties contribute to the student's professional development, your department/unit's mission, and graduate studies (if applicable).

Section 2: Student Benefits & Workforce Readiness

- Identify the professional skills the GA will develop.
- Describe how the role will enhance the GA's career readiness, even outside their academic discipline.

Section 3: Department/Unit Contribution

- Explain how this GA role will strengthen your program (e.g., teaching assistance).
- Describe how your department/unit will provide structured supervision, mentoring, and feedback, and identify the primary point of contact for OGSAI.

Section 4: Professional Development Plan

- Describe professional development opportunities (e.g., mentoring, workshops, teaching experiences, research projects, conferences).
- Explain how these opportunities are structured to build workforce readiness.
- Outline the methods and **timeline** your unit will use to evaluate the GA's performance & professional development progress, using measurable tools.

Section 5: Cross-Disciplinary Potential (If applicable)

- Could a graduate student from outside your discipline be appointed to the position? If yes, describe what transferable skills will be emphasized.

Submission

- All requests must be submitted by the deadline via the Qualtrics link: [Click Here](#)
- Incomplete or late forms will not be considered.
- Requests will be reviewed by the Graduate Council using the established allocation criteria.