Graduate Research Assistants and Graduate Teaching Assistants

Purpose:
The following procedure details the steps required to offer positions for hiring of academic-level positions such as Graduate Research Assistants, Graduate Teaching Assistants, Fellowships.

Employment:
Positions eligible for this process:
Graduate Research Assistants, Graduate Teaching Assistants, Fellowships

Process:
1. Professor
   - Obtain candidate Resume or Curricula Vitae
   - Obtain for Department Chair approval
   - Obtain funding approval
2. Department Approval:
   - Review all documentation to ensure departmental criteria are met
   - Department Chair or approved multi-disciplinary Center Director, must sign the Offer Letter. Note: the minimum salary for engineering graduate assistants is $1,800 per month during the academic year.
3. Department Hire
   - Hiring unit prepares offer letter. Candidate Returns signed Letter of Offer PAF, a copy of the fully signed offer letter, as well as any additional applicable hiring paperwork sent to College HR for processing.

Form:
http://www.unl.edu/gradstudies/facstaff/funding

Hourly Undergraduate Student Workers

Purpose:
The following procedure details the steps required to offer positions for hiring hourly student worker positions. Guidelines for hourly student employee wages can be found here: http://hr.unl.edu/student-employee-wages/

Employment:
Positions eligible for this process:
Undergraduate Student Worker, Undergraduate Intern, Graduate Student Worker, Graduate Student Intern

Process:
1. Professor
   - Obtain for Department Chair approval
   - Obtain funding approval
2. Department Hire
- PAF and any additional applicable hiring paperwork sent to College HR for processing.