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 **Graduate Assistant Hiring Directions**

Please follow these guidelines when hiring a Graduate Assistant (GA). *SA Agreement and SAA both mean Student Assignment Agreement which is the contract for UNCP student employment.* Note:

* First 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.
* **GAs continue to be expected to present at the Research Symposium.**
* **\*\*NEW\*\*ALL AA funded GAs will be required to participate in one** [**professional development**](http://www.uncp.edu/academics/colleges-schools-departments/colleges-schools/graduate-school/proffessional-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, the GA will only need:
2. [SA agreement (SAA)—](http://www.uncp.edu/about-uncp/administration/departments/human-resources/forms)under Employment Forms
3. IF tax information has changed, submit new tax forms
4. IF payroll deposit information has changed, submit new [Direct Deposit](http://www.uncp.edu/about-uncp/administration/departments/human-resources/forms) form **to PAYROLL office**
5. **GO TO D**

NOT re-hiring the same GA for the same position? You may want to (NEW-**DO NOT HAVE TO POST**):

1. **You may CHOOSE to** Post the position (THIS IS NOW OPTIONAL FOR GA positions) on Brave Opportunities <https://www.myinterfase.com/uncp/employer>/. *Use the attached “GA posting example for Brave Opportunities 17-18****”*** *to help you post****.****You will* ***submit a copy of this.***
2. Interested students will apply for GA positions though Brave Opportunities:[*https://www.myinterfase.com/uncp/Account/LogOn?ReturnUrl=%2funcp%2fstudent%2f*](https://www.myinterfase.com/uncp/Account/LogOn?ReturnUrl=%2funcp%2fstudent%2f)
3. Select the most qualified applicants, interview, call references, as you want and select a GA
4. Close the position when you have a GA and s/he agrees to take the position or have Career Center do so.
5. If the GA has worked for UNCP in some capacity, post/select (see above), then complete and submit
6. [SA agreement (SAA)—](http://www.uncp.edu/about-uncp/administration/departments/human-resources/forms)under Employment Forms
7. A copy of the Brave Opportunities position posting signed by the GA
8. IF tax information has changed, submit new tax forms
9. submit new [Direct Deposit](http://www.uncp.edu/about-uncp/administration/departments/human-resources/forms) form to PAYROLL office (NOT Graduate School), **IF** information changed,—**GO TO D**
10. 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**:

 1) [SA agreement (SAA)](http://www.uncp.edu/about-uncp/administration/departments/human-resources/forms)-- *under Employment Forms*

 3) W-4 [(W-4 Employee's Withholding Allowance Certificate](http://www.irs.gov/pub/irs-pdf/fw4.pdf?portlet=3)) tax form
 4) NC-4 [(NC-4 Employee's Withholding Allowance Certificate)](http://www.dornc.com/downloads/nc4ez.pdf) tax form
 5) A copy of the Brave Opportunities position posting signed by the GA (if posted)

 6) E-Verify documentation—Student completes the [I-9 Employment Eligibility Verification](http://www.uscis.gov/sites/default/files/files/form/i-9.pdf) form. ***Someone in your department*** *takes this I-9 form and runs the E-verify report.*

 7) Submit new Direct Deposit form to PAYROLL office, IF information changed,—**GO TO D**

**D)** If the GA is being paid for 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.

**E)** If the GA is being paid for by a grant, then you need get the Position Number from HR AND have the Financial Manager complete all but #2 under “AUTHORIZATION” on the SAA.

All documents **except** the Direct Deposit form should be submitted to The Graduate School.

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| **GA Position Posting Guidelines**

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| This information should assist you in posting a graduate assistant position in the new student employment system.* GO to: <https://www.myinterfase.com/uncp/employer>/.
* Towards the bottom of the page, click on “Brave Opportunities for Supervisors”
* You will need to register and use the user name and password assigned.
* Click on “MY JOBS” tab across the top line-up of options.
* Click on “new job”
* You will see a form similar to that which appears below. **Complete the form using the suggestions on the right (most in yellow), below.**

*NOTE: Students are held to the requirements listed at:* https://www.myinterfase.com/uncp/Account/LogOn?ReturnUrl=%2funcp%2fstudent%2f |
| **\*Job Title:** | PLEASE PUT GA **& your area** (ex. GA Grad Off or GA Nursing) |
| **Job Reference Num:** | The career center will assign this (so I was told) |
| **\*Organization Name:** | University of North Carolina at Pembroke |
| **No of Openings:** | You MAY have more |
| **Work Schedule:** | you might know this, but it is probably to be arranged based on the GAs schedule DO include EVENING OR WEEKEND hours |
| **Hours per Week:** | **16**  this is to remain 16 hours for this year |
| **Wage/Salary:** |  should be $3000/semester OR $6000/year |
| **Employment Start Date:** | ----------------**put the first day of classes** |
| **Employment End Date:** | \_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_ put the last day of classes of the last semester(s) working** |
| **Supervisor:** | \_\_\_\_\_\_\_\_\_\_\_\_who will supervise this GA in your dept |
| **\*Job Description:** | Spell Check  be very specific especially if it requires “odd “ hours |
| **\*Qualifications:** | Spell Check  Be as specific as possible |
| **\*Application Instructions:** | Spell Check  if want an interview, resume, etc.,  |
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| **Contact Information Put your information** |
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| **Posting Information** |
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| **\*Job Location:** |  Put where the student will be working. |
| **Job Category:** | Highlight your depart. |
| **\*Position Type:** | You want to highlight “On-Campus Graduate Assistant Employment” |
| **Applicant Type:** | GAs are “**part-time”**  |
| **Minimum GPA:** | Use 3.0 (if they are new to graduate school, the GPA doesn’t matter |
| **Citizenship:** | You probably want to highlight all of these (hold the shift key while scrolling down) |
| **Graduation Range:** |

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| **From**  | **Month**  | **Year**  |
|  |  |
| **To**  | **Month**  | **Year**  |
|  |  |

Graduate assistant postings skip the above item |
| **Classification:** | Above, you will select “Masters Candidate” mostly |
| **\*Degrees:** | Above, you will select “Masters” |
| **Majors (click Add):** | Above, you will put the majors of interest or perhaps “all” if you don’t care what major |  |
| **\*Post Date:** |   Select a DatePost as soon as possible |  |
| **\*Expiration Date:** |   Select a DatePut until your position reverts to Grad School or the date you want to put. |  |
| **\*Show Contact Info:** | You want students to be able to contact you |  |
| **\*Allow Online Referrals:** | CHANGE THIS TO **YES** (so students can apply online)—they are referring themselves |  |

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