



# Office of Graduate Education and Life

## Graduate Service Assistant (GSA) Request



*To be completed by the unit requesting a Graduate Service Assistant*

**Requestor Contact Information**

|                  |                             |
|------------------|-----------------------------|
| Unit/Department: | Date:                       |
| Campus Code:     | Departmental Activity Code: |
| Contact Name:    | Phone:                      |
| Email:           | PO Box:                     |

**General Position Description**

**Duties and Responsibilities**

**Qualifications Required**

**What majors would be a good fit for this position? Please be as specific as possible.**

**Hiring Information**

Number of Positions Available:

Is there an incumbent currently in this position?     Yes     No

If yes, please indicate the **name(s)** and **major(s)** of the individual(s):

*To be completed by Graduate Education and Life*

**Approved**     **Denied**

**Comments**

| Approvals                          | Name                   | Email | Signature |
|------------------------------------|------------------------|-------|-----------|
| <b>Graduate Education and Life</b> | Constinia Charbonnette |       |           |