Appointing a Graduate Assistant (GA) in a Non-Academic Unit for Fall/Spring or the Academic Year

A Non-Academic Unit Wants to Hire a GA

Create Job Description

Advertise Position

Conduct Interviews and Identify Candidate

Review “Considerations When Hiring”

Reach out to the academic home department to verify eligibility and availability and review relevant payroll deadlines

Create GA offer letter and issue to candidate

Provide signed offer letter, Supplemental Description of Duties (SDD) form*, and KFS information to academic home department for payroll processing. If applicable, determine which unit will handle Form I-9.

*The Supplemental Description of Duties (SDD) form can be issued to the GA closer to the start of the GA appointment if needed. Provide a signed copy to academic home department and keep original with hiring unit.

Additional Resources: Appointing a Graduate Assistant in a Non-Academic Unit | Information About Assistantships | TGS’s Timely Topics

The Graduate School is available to assist you at gradschool@uconn.edu.