

EASTERN OREGON UNIVERSITY GRADUATE ASSISTANTSHIP

Today's Date: _____

Name of Student Recipient: _____

Recipient's EOU ID number: _____

Type of Assistantship: _____

Sponsoring Unit: _____

Supervisor of Student Employee: _____

Compensation Rate:

Stipend amount (exempt student employees*): \$ _____

Hourly Pay Rate (nonexempt student employees*): \$ _____

Tuition Remission Amount: \$ _____ per academic term

Appointment Dates: From _____ to _____

Number of Work Hours per Week: _____

[Note: All graduate student assistantships specify that the student employee work no more than 29 per week. The minimum is 10 hours per week and maximum is 29 hours per week. International student employees are restricted by law to a maximum of 20 hours per week.]

Describe Assistantship Duties: _____

[Note: Please be specific when describing the nature of the assistantship work that this student is being assigned to perform. Also, specify in the description the type of award (teaching, research, laboratory, grader, etc.)]

***Exempt/Nonexempt Status:** Graduate student coaches and certified trainer employees are classified as exempt and may be paid via stipend or salary; all others are nonexempt and are paid per hour worked.

****Term to Term Employment Renewal Information:** Graduate assistantship employment is contingent upon availability of related funds and the performance of the student employee both in the student's academic program as well as in the student's assistantship responsibilities, as solely determined by EOU. Terms of financial assistance reviews and employment performance evaluation are normally conducted at the end of each academic term. Loss of Sports Lottery funding: In the unlikely event unforeseen loss of Sports Lottery funding, the assistantship is not committed beyond the University's availability of funds.

Terms of Employment: Graduate student employment at EOU is subject to all applicable federal and state laws and regulations and EOU policies and procedures.

Additional Graduate Student Employment Requirements:

Full-time enrollment. Graduate assistantship employment requires the student to maintain full-time academic enrollment status: a minimum of 5 credit hours (check this) during each fall, winter and spring terms. If an assistantship is awarded for the entire summer the student must register for at least 3 credits.

Healthcare Insurance. Graduate student employees are required to enroll in and maintain student healthcare insurance coverage while enrolled at EOU.

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EASTERN OREGON UNIVERSITY GRADUATE ASSISTANTSHIP
(CONTINUED)

SIGNATURES:

Department: _____

Department Chair: _____ Date: _____

I hereby accept this offer of financial assistance and its associated terms of employment from Eastern Oregon University.

Student's Signature: _____ **Date:** _____

PLEASE RETURN A COPY OF THIS SIGNED DOCUMENT TO:

EOU Human Resources Department (IH209), ATTN: Employment Coordinator

Other:

Name: _____

Office or department: _____

Mailing address: _____

Fax: _____

E-mail: _____

