

Instructions for hiring a Graduate Assistant (Pre-Professional Graduate Assistant, Graduate Assistant, Graduate Research Assistant)

- 1) **Supervisors** should submit their job descriptions (word document preferred) to Library Human Resources Graduate Assistant Coordinator (currently Aneitre Johnson atjohnsn@illinois.edu) for posting to the library's employment page. The library's **employment page** is located: <https://www.library.illinois.edu/geninfo/library-organization/busoff/positions/>
- 2) **Graduate Assistantship Request Letter Form**: Once you have interviewed and selected a student you would like to hire as a Graduate Assistant, you will need to complete a Graduate Assistantship Request Letter Form. This form is located on the library website at <https://www.library.illinois.edu/staff/humanresources/>. The Graduate Assistantship Request Letter Forms should be completed with the selected Graduate Assistants **legal name** (not preferred name) and Position Title. The distinction between the titles are located on the Illinois Human Resources website at <https://humanresources.illinois.edu/employees/current-employees/graduate-employees/graduate-assistant/index.html>. (**Note**: PPGA students are enrolled in the iSchool and Graduate Assistants and Graduate Research Assistants, are not).

Funding Source: If you are unsure of your department account numbers (**Fund Code, Organization Code, or Program Codes**), please contact the Library Business Office at bhrsc@library.illinois.edu.

Comments: Add any additional information pertaining to your GA in this section of the form (e.g., grand fund information, etc.).

It is very important to complete every section of the Graduate Assistantship Request Letter Form. The completed request form goes directly to the Graduate Assistant Coordinator, if any corrections are needed, please reach out to the Graduate Assistant Coordinator. (**Note**: The Graduate Assistantship Request Letter Form **must** be completed every academic year even for reoccurring Graduate Assistants.

- 3) **Library Human Resources** will e-mail the student (copying the supervisor) the official Graduate Assistantship offer letter. When the student accepts the offer, Library Human Resources will request the signed job description from the supervisor. The **Graduate Assistant Job Description Template** is located at <https://www.library.illinois.edu/staff/humanresources/>, (under FORMS). Once the job description has been signed by both the student and the supervisor, the supervisor should email it to the Graduate Assistant Coordinator.
- 4) For Library Human Resources to process the assistantship, they **must** have the official signed offer letter.

NOTE: The library offers 9-month Graduate Assistantships. FTEs ranging from 25%-50% and run from August 16-May 15 of the following year.

If you would have any further questions regarding Graduate Assistants, please contact the Graduate Assistant Coordinator.