

Instructions for hiring a Graduate Assistant

(Graduate Assistant, Pre-Professional Graduate Assistant, Research Assistant, Teaching Assistant)

1. Supervisors may view GSLIS graduate student cover letters, resumes, and references on the Graduate Assistant Query Form. This is located on the Library website at: <http://www.library.illinois.edu/administration/human/resources/index.html>
2. 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: <http://www.library.illinois.edu/administration/human/forms/index.html> When you submit this form, it comes directly to the Library Human Resources office. If you do not know your department account numbers, please contact the Library Business Office. If you have any other questions regarding the form, please contact Library Human Resources. It is very important to complete every section of the form.
3. In order for Library Human Resources to appoint the assistantship, you will need to complete a Pre-Professional Graduate Assistantship Job Description. The template for the job description is located at: <http://www.library.illinois.edu/administration/human/forms/index.html> Once the job description is completed and signed by you and the student, please submit it to Library Human Resources either via e-mail or Campus Mail.
4. Upon receipt of the Graduate Assistantship Request Letter Form, Library Human Resources will e-mail the student a Graduate Assistant offer letter. You will be copied via e-mail. When the student accepts the offer, and you have submitted the job description, Library Human Resources will appoint the Assistantship in Banner.