

Graduate Student Administrative/Technical/Research Contract – 22/SP

Sign and return this form to the Director of Graduate Programs Resources

Do not begin work until the Graduate Office approves this as an assistantship.

You will be notified if this position is not approved. Once approved, take a copy for your records.

Complete Contact Information for Payroll Services.

Name _____ MCA ID _____

Grad Program _____ 22/SP # of Credits enrolled in _____

Mailing Address _____

Email _____ Phone _____

Assistantship Title _____

Schedule _____

Faculty/Supervisor _____ Department _____

GL Number _____ 31 PCG _____ 9 CCC C5 (for office use only)

Contract Start and End Dates: _____ January 19, 2022 to May 19, 2022

Payment Information

Maximum Semester Hours: 70 Pay Rate: \$16.00/hour

* Assistantship concludes at maximum contracted hours - generally 70 hours. Work directly with your supervisor on scheduling, distribution of hours, and other position details, and contact the grad office with questions.

* Graduate Assistant Timesheets are submitted to the Graduate Office every two weeks by Wednesday **at 1pm**.

* Checks are mailed to student's address listed above. Students may request direct deposit to their bank.

* Students must complete any NeoEd forms/tasks required by Payroll Services, before payment is made.

Faculty or Supervisor Signature _____ Date _____

Student Signature _____ Date _____

Have you been paid by MassArt before? _____ Yes _____ No

Departmental Authorization

Grad Program Signature _____ Date _____

Return completed form to the Graduate Program: gradprogram@massart.edu.