

Graduate Student Administrative/Technical/Research Contract

Sign and return this form to the Graduate Office with I-9 form, a photo-copy of your ID, Tax forms, and OBRA exemption. Do not start work until the Graduate Office approves this as an assistantship. You will be notified if your position is not approved. Once approved, take a copy for your records.

Complete Contact Information for Human Resources

Name _____ MCA ID _____

Preferred Address _____

Phone _____

Assistantship Title _____

Supervisor _____

Schedule _____

Department _____

GL Number 31 PCG 5 CCC 06

Stipend _____

Contract Start and End Dates: **September 2, 2015 to December 23, 2015**

Payment Information

Maximum Stipend _____ Maximum Hours _____ Pay Rate **\$16 per hour**

* Assistantship concludes at maximum hours-- generally 67.5 hours. Calculate a weekly schedule with your supervisor; divide max hours by the # of weeks to be worked; consider holidays or other non-work weeks.

* Graduate Assistant Timesheets are submitted to the Graduate Office every two weeks by Wednesday at 10 AM. Pay and due dates are on the back of the timesheets.

Faculty or Supervisor Signature _____ Date _____

Graduate Program Coordinator _____ Date _____

Student _____ Date _____

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

Return this form to the Graduate Office.

Department Authorization

Grad Program Signature _____ Date _____