

## **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](mailto: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/bhrsc/human-resources/recruiting-hiring-and-onboarding/hiring/>  
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 ask your unit head or contact the Library Business Office at [bhrsc@library.illinois.edu](mailto:bhrsc@library.illinois.edu) .

**Comments:** Add any additional information pertaining to your GA in this section of the form (e.g., multiple funding information, grant funds, 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 send the official Graduate Assistantship offer letter via Adobe Sign to the student (copying the supervisor). The official offer letter **must** be signed to process the assistantship.
  
- 4) When the signed offer letter has been received, Library HR will request the job description from the supervisor. The **Graduate Assistant Job Description Template** is located at <https://www.library.illinois.edu/bhrsc/human-resources/recruiting-hiring-and-onboarding/recruiting/> Once the job description has been signed by both the student and the supervisor, the supervisor should email it to the Graduate Assistant Coordinator.

**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 have any further questions regarding Graduate Assistants, please contact the Graduate Assistant Coordinator.