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College of Graduate and Professional Studies

Graduate Assistantship Request Form

ORIGINATING DEPARTMENT:

POSITION TITLE TO BE FILLED (TA, RA, CI, or AI) :

ASSIGNED DEPARTMENT (IF DIFFERENT FROM ABOVE):

JOB SUMMARY:

EDUCATIONAL PURPOSE:

DUTIES AND RESPONSIBILITIES:

PAY INDEX:

ORG CODE:

FULL TIME (20 hours): _____

HALF TIME (10 Hours): _____

APPROVED BY:

Director or Other Administrative Officer
of Originating Department

Date

Dean or VP of Originating Department

Date

Dean, College of Graduate and Professional Studies

Date

Graduate Assistant Definition

Teaching Assistantships (TA). The TA position is defined as a GA whose responsibilities are instructional in nature and support the teaching mission of the university. A full time TA position would be primarily responsible for at-least 3 credit hours of classroom or laboratory instruction and/or aid a professor with teaching related (e.g., course preparation, grading, organizational meetings, office hours, tutoring, program development, assessment, and/or support of instruction in other sections).

Research Assistantships (RA). The RA position is defined as a GA whose responsibilities are to support externally supported faculty research and/or an established research agenda consistent with the mission of the academic program, college or university. RA positions support the research mission of the university.

Clinical Interns (CI). The CI position is defined as a stipend funded placement in a clinical professional setting. CI appointments are closely associated with required clinical experiences in select programs.

Administrative Interns (AI). The AI position is defined as a stipend funded placement in an administrative office. The range of administrative activities will vary depending on the placement.