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**College of Graduate Studies**

**The University of Toledo**

**MS 933**

**Graduate Administrative Assistant Support Request**

Department/Office: Click here to enter text.

Index #: Click here to enter text. Mail Stop: Click here to enter text.

Requestor: Click here to enter text.

Title: Click here to enter text.

Phone #: Click here to enter text. E-mail address: Click here to enter text.

Business Manager: Click here to enter text. Ext.: Click here to enter text.

General Position Description:Click here to enter text.

Principal Duties and Responsibilities:Click here to enter text.

Impact on the Organization:Click here to enter text.

Qualifications/Knowledge, Skills & Abilities:Click here to enter text.

Preferred Qualifications:Click here to enter text.

# of hours student will work: 

Type of Support Requesting:  Semesters: ,,

Is student required to work between semesters and during breaks?  

Will department/office request student to work additional hours as a student worker? 

If yes, student first **MUST** receive approval from College of Graduate Studies by submitting the “Request for Additional On-Campus Employment Outside of Assistantship Duties” form before starting additional duties.

Program of Study(s) department is seeking qualified candidate: Click here to enter text.

Date position will be filled by Click here to enter a date.

Supervisor if different than requestor: Click here to enter text. Contact Ext. Click here to enter text.

Conditions:

If Department/Office is requesting Stipend support, COGS will cover stipend and 2% fringes only. Department/Office is required to charge their index and a budget transfer will be submitted by COGS after the start of each semester.

Tuition award refers to graduate level courses (5000 and above) only, award cannot be applied to any undergraduate, audited, or repeat courses. COGS will cover a maximum of 9 credit hours, except for those stated below.

Eligible students for Graduate Assistantships from COGS must be in a degree granting program of study (excluding EMBA, Law, Doctor of Pharmacy, M.D. program, MSBS – Medical Sciences program, and Physician Assistant program).

Students supported with COGS funding must maintain a GPA of 3.0 or higher to continue receiving this assistantship.

Department/Office notification of Approval or Denial of request will be emailed to above address.

**Copy of approval email must be attached to GAPA, when submitted. If neither document is attached to GAPA, this will delay budget transfer or possible loss of approved support.**

By signing and submitting this document I acknowledge I have read and agree to the above conditions. COGS will notify me by email if request is approved. Approvals of support from COGS are for current fiscal year. Department/office is required to resubmit request for approval each new fiscal year.

Requestor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: 2/19/2015