



Sacred Heart UNIVERSITY

2025-2026 GRADUATE ASSISTANT REQUISITION FORM – ADMINISTRATIVE*

POSTITON INFORMATION: _____ NEW POSITION _____ EXISITING POSITION _____ REPLACEMENT POSITION _____ CHANGE/CORRECTION

LENGTH OF SERVICE: _____ 1 YEAR _____ 2 YEARS _____ OTHER (SPECIFY)

POSITION TITLE: _____ DEPARTMENT: _____ GA POSITION ID
(Required): _____

REQUESTED BY: _____ TELEPHONE: (_____) _____
(If there are issues with your GA paperwork, this would be SFA's contact)

NAME OF SUPERVISOR: _____ TELEPHONE: (_____) _____

EMPLOYMENT CONTRACT PERIOD: START DATE: ____/____/____ TO END DATE: ____/____/____
(contract dates anytime between 7/1/25 and 6/30/26)

COMPENSATION PACKAGE: GA compensation is based on a \$15/hour pay rate. However, an adjustment to the compensation package can be made with a recommended rate between \$15 and \$18/hour. Recommended compensation for Meal Plans is \$100 per month.

- ☐ Full Time 12 month position (35 hours/week, 52 weeks) - \$27,300! **Unexpected End of Formula**
\$15,000 Tuition Waiver, \$12,300 Stipend Optional: Meal Plan: \$ _____
- ☐ Full Time 10 month position (35 hours/week, 42 weeks) - \$22,050
\$15,000 Tuition Waiver, \$7,050 Stipend Optional: Meal Plan: \$ _____
- ☐ Part Time 12 month position (20 hours/week, 52 weeks) - \$15,600
\$12,000 Tuition Waiver, \$3,600 Stipend Optional: Meal Plan: \$ _____
- ☐ Part Time 10 month position (20 hours/week, 42 weeks) - \$12,600
\$10,000 Tuition Waiver, \$2,600 Stipend Optional: Meal Plan: \$ _____
- ☐ **OTHER:** List the number of hours per week: _____
Tuition Waiver: \$ _____ Stipend: \$ _____ Meal Plan: \$ _____
- ☐ **HOUSING:** Applicable to those who require live-in service.
Residential Hall: _____ Value: \$ _____

TOTAL ANTICIPATED EXPENDITURES FOR POSITION \$ _____

ACCOUNT NUMBER (GL NUMBER): # _____ - _____ - _____

ORDER OF SIGNATURES:

DIVISIONAL BUDGET DIRECTOR	_____	DATE: _____
SUPERVISOR	_____	DATE: _____
DEAN OR VP	_____	DATE: _____
BUSINESS OFFICE	_____	DATE: _____
GA COORDINATOR, SFA	_____	DATE: _____

If the requisition is a “new requisition” please follow signing authorization limits posted on this webpage:
<https://mailsacredheart.sharepoint.com/sites/BusinessOfficeatSHU/SitePages/Helpful-Resources.aspx>