



Sacred Heart UNIVERSITY

GRADUATE ASSISTANT REQUISITION FORM – ADMINISTRATIVE*

POSTITON INFORMATION: ACADEMIC YEAR: _____ 2026-2027 _____ 2027-2028 _____ 2028-2029 _____ 2029-2030

_____ 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 and 6/30)*

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
\$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:

SUPERVISOR _____ DATE: _____

DEAN OR VP _____ DATE: _____

DIVISIONAL BUDGET DIRECTOR _____ 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>