

Prairie View A&M University Student Employment Office

Procedure for Hiring Graduate Assistants

The Student Employment Office will only process the employment paperwork for Graduate Assistants, Non-Teaching, who are paid through Federal or Texas Work Study funds. All other Graduate Assistants, including Graduate Assistants, Non-Teaching who are paid at an hourly rate will be processed through the Office of Human Resources.

Graduate Assistants (Non-Teaching, Teaching, & Research)

In order to hire a Graduate Assistant (Non-Teaching), the following criteria must be met:

1. Must be enrolled as a full-time graduate student at Prairie View A&M University.
2. Must be in good academic standing.
3. Graduate Assistants should be enrolled in at least 9 credit hours of graduate courses per semester.
4. Graduate Assistants (Non-Teaching) may not work more than 88% effort = 35 hours per week.

Summer Semester Requirements - All students must be enrolled for a minimum of six (6) credit hours of graduate courses for the Summer to be eligible for the Graduate Assistant ship during the summer sessions.

For Graduate Teaching and Research positions, please go to the following link

<http://www.pvamu.edu/pages/5243.asp#Grad>

- 1 Written offer of employment should be extended to you by the hiring department. All offers of employment are contingent upon clearance of the background check. Your offer letter should include the following information:
 - Position title and department
 - Salary
 - Anticipated hire date
 - Duration of appointment
 - Benefits eligibility information
- 2 You have accepted the written offer by signing offer extended and returned the accepted offer to your hiring department.
- 3 Your department will contact you one to three days before your anticipated hire date to confirm your effective hire date.
- 4 You will be asked to attend New Employee Orientation on your first day of work by your hiring department. The Office of Human Resources sends an email confirmation to your hiring department confirming your start date.
- 5 If you have had a break in employment at the university, you are considered a new hire.

Please keep in contact with your hiring department regarding the status of your employment. Your hiring department is responsible for ensuring that all hiring steps (i.e., Background Check results, written offer of employment, etc.) are in place before you begin working. Your hiring department works directly with the Office of Human Resources to secure your effective hire date.