



CENTER FOR HEALTH SCIENCES
OKLAHOMA STATE UNIVERSITY

Please use the outline below to submit your request for all Graduate Research Associate/Graduate Teaching Assistant positions or new hires. All questions must be answered and supporting documentation provided. These requests should be emailed to Tulsa.hr@okstate.edu, helen.bailey@okstate.edu and chsgradprograms@okstate.edu

Human Resources will reach out to the student to schedule an appointment for paperwork completion prior to the start date. First pay dates will be determined by Human Resources. Background checks will be conducted by Human Resources.

Please provide the following information:

Date of Request: _____

Title of Position: _____

Employing Department: _____

Supervisor Name: _____

Name of Student (First and Last): _____

Student Banner ID: _____

Student Email Address: _____

Start Date of Student: _____

End Date of Student: _____

Monthly Pay Amount: _____

Annual Pay Amount: _____

Funding Account for this Position*: _____

*Funding approval must be submitted with this request. It may be an email either from Eric Polak if non-grant funding is used or from grants and contracts if grant funding is used.

Faculty Advisor: _____

Academic Unit/Degree Program: _____

Number of hours of work estimated per week: _____

Please justify the business need for this position and give a brief description of job duties (attach additional pages if necessary):