



Graduate Assistantship Appointment Letter Instructions

Format: Forms are submitted using the Adobe Sign platform. There is a yellow tab to the left that can guide you through the sections or you can use the tab key on your keyboard. All red asterisks are required fields.

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FILL IN THE FOLLOWING FIELDS:

1. **Name of Hiring Department:** Hiring department name.
2. **Name/Phone Dept. Contact:** Primary contact person who can answer any questions regarding the contract
3. **Student's URI ID:** Student's URI ID number (Generated when student applies for graduate school)
4. **Terms:** (*Drop down box*) Select the corresponding work period with the correct work hours per week.
5. **Date:** Enter date of the letter. (*1st box underneath contract year*)
6. **Name & Address:** Mailing name and address of the Graduate Assistant.
7. **Dear (Salutation):** Example: Dear Ms. Smith:
8. **Stipend Rate:** Choose the appropriate stipend rate that corresponds to the student's level, hours per week and work period.
9. **Graduate Student Level:** (Levels are equivalent to steps in e-Campus). Reference the [website](#) for level criteria.
10. **Work Period:** Select the corresponding work period with the correct work hours per week and stipend rate.
11. **Work Dates:** Specific work dates of the job.

NOTE: Rec # will be entered through the [submission portal](#).

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1. **Signature line:**
 - a. **Name of** Department Chair/Dean for Teaching Assistantships, P.I. for Research Assistantships and Director/VP/Dean for Administrative Assistantships.
 - b. **Title:** Title of person named above.
2. **Hiring documents:** For a list of required employment documents please visit <https://web.uri.edu/hr/forms/> **All Non-U.S. Citizens must go to the Payroll Office prior to starting work.**

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1. **Duties and Responsibilities Addendum: MUST BE INCLUDED.** Answer each bullet point listed (3.3.2 a-e) . Reference section [3.3 of the Collective Bargaining Agreement](#).
2. **Attachment:** Attach additional duties and responsibilities if the field provided is not enough space.

Final Steps

1. **Signatures:** The form filler (initiator) will initiate the workflow for obtaining signatures for the Department Chair/Dean for Teaching Assistantships, P.I. for Research Assistantships, and Director/VP/Dean for Administrative Assistantships and the Graduate Assistant signature.
2. **Submission:** The signed appointment letter with specific duties and responsibilities listed must be uploaded through the [submission portal](#) to the Graduate School once the job is entered in e-Campus.

Take advantage of the Graduate Assistant Hiring classes provided by Human Resources.

Feel free to contact Jessica Coyle (jgmartinez@uri.edu / (401) 874-2873) or

Kathy Kantor (kathykantor@uri.edu / (401) 874-4334) from the Graduate School if you have any questions.