



Graduate Assistantship Appointment Letter Instructions

Graduate Assistantship Appointment letter link: <https://web.uri.edu/graduate-school/funding/assistantships/>

Format: Once you have opened the letter, click the highlighted fields box (top right in colored band) in order to show the form fields in the letter. You can tab from one field to the next throughout the letter.

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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. **Rec #:** Job number received once job is entered in e-Campus. (May be handwritten)
5. **Terms:** (*Drop down box*) Select the corresponding work period with the correct work hours per week.
6. **Date:** Enter date of the letter. (*1st box underneath contract year*)
7. **Name & Address:** Mailing name and address of the Graduate Assistant.
8. **Dear (Salutation):** Example: Dear Ms. Smith:
9. **Stipend Rate:** Choose the appropriate stipend rate that corresponds to the student's level, hours per week and work period.
10. **Graduate Student Level:** (Levels are equivalent to steps in e-Campus)
 - a. Level I – Less than 30 credits, no Masters Degree
 - b. Level II – Received 30 credits or more, or has a Masters Degree
 - c. Level III – Has passed BOTH Oral and Written Comp Exams
11. **Work Period:** Select the corresponding work period with the correct work hours per week and stipend rate.
12. **Work Dates:** Specific work dates of the job.

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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. **Enclosures:** You may fill in enclosures if you have a new hire and you want to include the I-9 and documentation, original Social Security Card request, Bar of Claims, and Drug Free form.
 - a. For a list of required employment documents please visit <https://web.uri.edu/ecampus/hr/e-campus-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) . If this section is not complete, the contract will be returned to the department contact person listed on the letter for revisions. Reference section [3.3 of the Collective Bargaining Agreement](#).

Final Steps

1. **Optional: Print Graduate Assistantship Appointment Letter on Dept/Office Letterhead**
2. **Signatures:** Have the necessary person sign the letter (Department Chair/Dean for Teaching Assistantships, P.I. for Research Assistantships, and Director/VP/Dean for Administrative Assistantships). Obtain Graduate Assistant signature and provide any necessary enclosures.
3. **Submission: The signed appointment letter with specific duties and responsibilities listed must be uploaded through the [online 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 Martinez from the Graduate School at (401) 874-2873 or
by email at jgmartinez@uri.edu if you have any questions.*