GRADUATE ASSISTANT HIRING PROCESS

Below you will find the steps to hire a graduate assistant (GA) at UNLV:

1 A graduate assistant position becomes available.
- The majority of available academic GA positions are advertised via departmental communications with applicants before or upon admission. Most often, departments/units offer GA positions through an internal selection process.
- Less frequently, students obtain GA positions by applying to select departments/units through Handshake.

2 Departments/units select a candidate to fill the position and initiate contact with the student.

3 Students visit the Grad Rebel Gateway to complete an official application under the hiring department.

4 Departments/units appoint students through Salesforce.

5 Graduate Financial Services creates a GA offer letter and posts it in the Grad Rebel Gateway for the student to review and respond.

6 If the student accepts the GA position, Graduate Financial Services processes the GA contract.
- In MyUNLV, a GA indicator is added, which enrolls the GA into the student health insurance and processes tuition waivers.
- GAs receive an onboarding email from Canvas.
- GAs are hired in Workday.
  - The creation of a GA's staff (unlv.edu) email address is automatically prompted.
  - GAs receive an onboarding email from Workday.

7 GAs should meet with departments/units regarding their:
- Weekly schedule
- Supervisor
- Duties
- Office location

8 Departments/units are notified of a processed GA hire from Workday.
- Department/unit administrative assistants must process section 2 of the I-9 verification for new GAs.

9 Payroll processes the first business day of every month.
- Fall semester: beginning of September
- Spring semester: beginning of February
- The stipend may be prorated if a student is appointed after the GA obligation date.

10 If students decline an offer, state allocations are returned to the department/unit budget and the department/unit can start the process again to appoint a replacement.