

# MICHIGAN STATE UNIVERSITY Human Resources GRADUATE ASSISTANT JOB STRUCTURE

## **Job Structure**

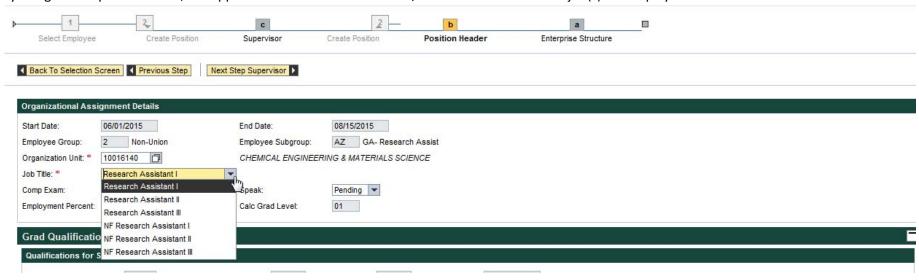
There is a new structure for selecting a job for a graduate assistant. Previously there were three jobs that could be utilized for any function (TA, RA and TE). Now each function has its own set of jobs for levels 1, 2 and 3.

#### Research Assistant/NF Research Assistant

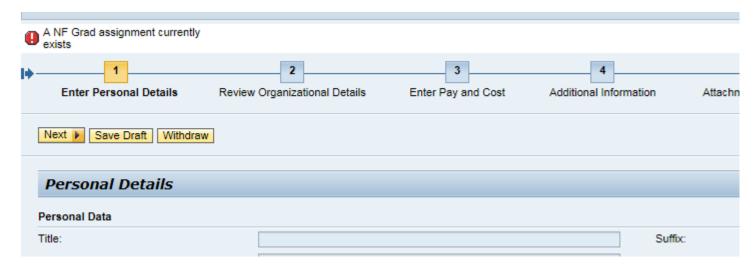
After entering the Org Unit code, the job title will default to the calculated Research Assistant job based on the enterprise structure chosen in the previous screen.



Last Revised 2/24/2014 Page 1 of 5 By using the drop down menu, the applicable Research Assistant and/or NF Research Assistant job(s) will display.

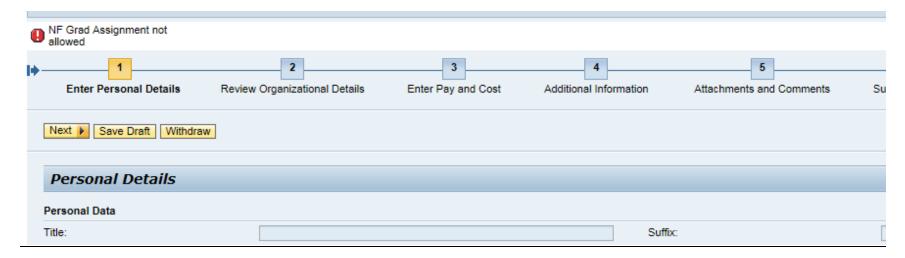


The following hard stop will occur if you are trying to appoint the Graduate Assistant in a full fringe Graduate Assistant Appointment, but there is a Non-Fringe Graduate Assistant Appointment already submitted for this Graduate Assistant for summer semester.



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The following hard stop will occur if you are trying to appoint the Graduate Assistant in a Non-Fringe assignment but there is a full fringe Graduate Assistant Appointment already submitted for this Graduate Assistant for Summer Semester.



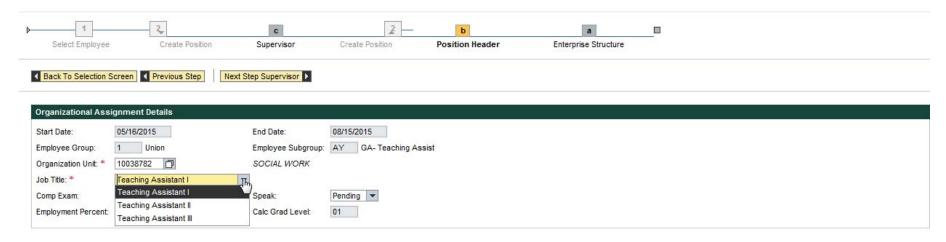
#### **Teaching Assistant**

After entering the Org Unit code, the job title will default to the calculated Teaching Assistant job based on the enterprise structure chosen in the previous screen.



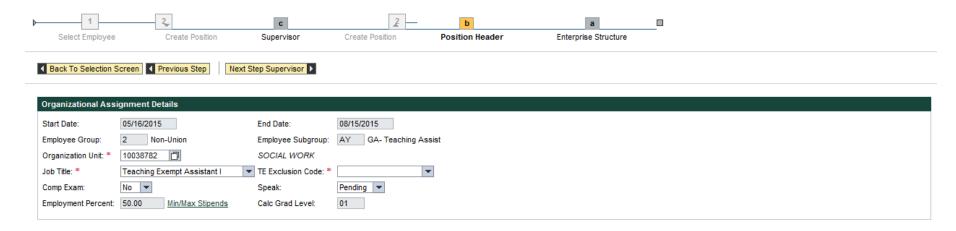
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By using the drop down menu, the applicable Teaching Assistant job(s) will display.



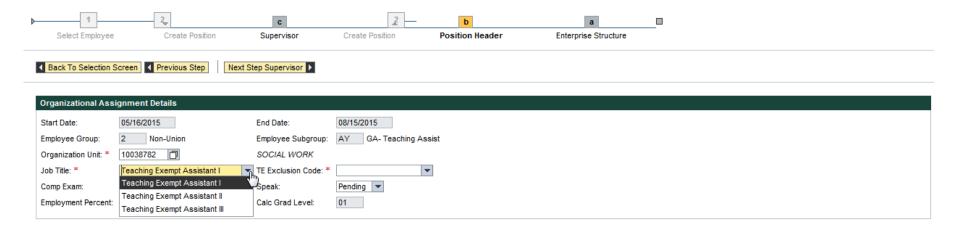
### **Teaching Exempt Assistant**

After entering the Org Unit code, the job title will default to the calculated Teaching Exempt Assistant job based on the enterprise structure chosen in the previous screen.



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By using the drop down menu, the applicable Teaching Exempt Assistant jop(s) will display.



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