

UNDERGRADUATE ASSISTANTSHIP STUDENT CONTRACT

For Research or Teaching activities ONLY

REVISED 4/18/17

ALL Undergraduate Assistants employed must have an original contract submitted to the College Office or to the Division Office if there is no College Office (such as departments in the Research and Graduate Studies Division). This contract is required for all funding sources. Please see instructions for EPAF routing. EPAF's will not be approved until I-9 forms have been submitted to the student employment office and a scanned copy of the contract has been submitted to the Office of Undergraduate Studies at the email address *UG Assistantships*.

SECTION ONE : CONTRACT INFORMATION				<input type="checkbox"/> New Contract	<input type="checkbox"/> Revised Contract	<input type="checkbox"/> UGRA	<input type="checkbox"/> UGTA (CHECK ONE)
Employing Division:		Employing College or School:		Employing Department:		Form Preparer:	
Semester Hired: Year:		Beginning Date:		Ending Date:		Date Prepared:	

SECTION TWO: EMPLOYEE INFORMATION						ALL CELLS MUST BE ENTERED					
Last Name		First Name			Middle	ECU (Banner) ID		EPAF Initiator		EPAF#	
Division		College or School		Department/Section		Student's Degree Program		Immediate Supervisor			

NOTE: For fall, spring, & summer semesters, domestic students cannot work more than 25 hr/wk and international students cannot work more than 20 hr/wk.

SECTION THREE : FUNDING INFORMATION												ALL CELLS MUST BE ENTERED											
Position Number	Suffix	Fund	Funding ORG Code	Account	Program	Activity Code	Hours Per Week	FTE*	Number of Pays	Employee Semi-Monthly	Employee Annual Salary												

***NOTE: FTE should be based on a 40 hour workweek. For example: 25 hrs = .625 FTE 10 hrs = .25 FTE**

SECTION FOUR : UNDERGRADUATE RESEARCH ASSISTANTSHIP (UGRA) OR UNDERGRADUATE TEACHING ASSISTANTSHIP (UGTA) DUTIES											
<i>Describe the duties, expected products and means of evaluation performance for this position. If a UGTA, please give the course selection.</i>											
Duties:											
Expected Products:											
Evaluation Metrics:											

SECTION FIVE: ASSISTANTSHIP INFORMATION- PLEASE INSERT YOUR INITIALS AS YOUR AGREEMENT TO THE FOLLOWING OR PUT N/A IF NOT APPLICABLE											
____ I have read the assistantship contract and <i>Policies for Undergraduate Assistantship</i> and accept.											
____ I have another campus job (self help, EPA, SPA, Federal Work Study or Assistantship) in the department of _____ for _____ hours per week.											
____ I do not have another campus job.											
____ I am not employed at another state agency.											
____ I verify that I am currently enrolled at least halftime, have completed at least 30 semester hours and my current GPA is greater than or equal to 2.5.											

SECTION SEVEN: APPROVAL PROCESS – Sign and Date				Faculty Advisor/Immediate Supervisor				Department Head			
Student				<i>I've verified the GPA & enrollment requirements</i>							
Signature		Date		Signature		Date		Signature		Date	