

# Graduate Student Assistant Duties Specification Letter

Graduate Student Name: \_\_\_\_\_

GSA Supervisor's Name: \_\_\_\_\_

Year and Term of Appointment: \_\_\_\_\_

Project Title (if applicable): \_\_\_\_\_

This letter specifies the list of employment duties to be performed by the GSA, and estimated number of hours attributable to each of those duties; performance of these duties is required in order to honour the agreement between the GSA and the project supervisor.

Full-time graduate students are limited to working an average of 10 hours per week, to ensure that employment does not interfere with progressing through the program at the pace expected of full-time students. Thus, a GSA cannot be required to work more than 140 hours per term. The supervisor should aim to have the Assistant work on average 10 hours per week over 14 weeks. However, it must be recognized by both the GSA and the supervisor that the 10 hour per week limit is an average rather than a set weekly maximum.

Please attach an additional sheet if more room is needed to describe the duties of the position.

Duties to be fulfilled:	# of Hours required:
<b>Total hours:</b>	

\_\_\_\_\_  
Project Supervisor

\_\_\_\_\_  
Graduate Student Assistant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Copy for Project Supervisor

Copy for GSA

Original to Program Office