Lucina Hall 220
285-2440
285-3757 fax
www.bsu.edu/careers/

_____
Job number
Office use only

Graduate Assistant Vacancy Form

INSTRUCTIONS:

- Use this form to post a new assistantship; keep a copy and send the original to the Career Center. Once a position is on file with the Career Center, call Janet Puckett at **285-2432** or e-mail jpucket2@bsu.edu to repost an assistantship for that same job.
- If we receive your posting at least one hour before closing, we can usually post it the next work day.
- Call **285-2432** or e-mail jpucket2@bsu.edu to cancel a posting.

Administrative Unit (e.g., Academic Affairs, Business Affairs, etc.) _____

Department _____ Account # _____

Contact Person _____ Title _____

Telephone _____ Fax _____ E-mail Address _____

Job Title _____

Job Description

_____

_____

_____

_____

_____

Qualifications

_____

_____

Academic Majors Preferred

_____

Number of Positions _____ Terms _____ Starting Date _____ Hours per Week _____

Rate of Pay: Stipend Amount_____ Fee Remission? Yes ____ No ____

Student Contact Procedure: Call___ Stop by___ Call or Stop by ___ Other_____

Additional Contact Information _____

Ball State University practices equal opportunity in education and employment and is strongly and actively committed to diversity within its community. NOTE: The Americans with Disabilities Act (ADA) prohibits discrimination against disabled individuals in private, state, and local government employment, public accommodations, public transportation, state and local government services, and telecommunications. Under the ADA, any person with a disability is considered qualified for a position if he or she is able to perform the essential functions of the position. Written job descriptions will be considered as evidence of the essential functions of the position. It is important to identify essential functions by describing what is done and how it is done. In addition to the basic description on this form, it is recommended that you maintain a more detailed job description in your files.