

Graduate Assistant Contract

Date: 12/19/2023

The appointment of Samuel O. Torimiro E12689994 as a Graduate Assistant in School of Extended Learning 127G20 beginning January 08, 2024 for 4 months at a salary of \$1,056 per month is hereby tendered on behalf of the University. The original copy of this contract must be signed by the appointee and returned to the Graduate School Office no later than 01/08/2024. Contracts not returned by this date will be voided. The appointment permits the following work load limits and requires the following graduate academic loads:

- ☐ 14-15 hours/week Work Load, 3 minimum - 13 maximum semester hours Academic Load (Summer)
- ☒ 18 hours/week Work Load, 9 minimum - 16 maximum semester hours Academic Load

Other Conditions:

Contingent upon available funds and official proof of completion of Bachelor's degree. Spring contract dates are January 08, 2024 - May 03, 2024.

Graduate Assistantship Stipend: In return for the stipend, the appointee agrees to perform the duties assigned by the academic or administrative unit.

Graduate Tuition Waiver Scholarship: Tuition waiver scholarships are provided in recognition of the graduate assistants academic accomplishments. The scholarships are provided as part of the financial aid package, but they are not related to services. The scholarships do not cover the cost of program and service fees. The scholarships may be rescinded upon the resignation of the appointment.

Dean, Graduate School

This offer and your acceptance are subject to the following conditions:

There are sufficient funds appropriated by the State of Illinois and approved for disbursement by the Board of Trustees of Eastern Illinois University.

The appointee maintains a 3.0 cumulative graduate GPA and is enrolled in nine (9) to sixteen (16) semester hours of graduate course work during the fall and spring terms and three (3) to thirteen (13) semester hours of course work during the summer term.

The appointee meets all requirements for admission to Graduate School prior to the first term of appointment.

I understand that I am acting as an agent of Eastern Illinois University when performing my duties as a graduate assistant as required by my hiring unit. My responsibilities may include written communications that may fall within the definition of student records. I further understand that the University's use of such reports and communications may require their dissemination to various people or organizations. To the extent that such reports or communications may be construed as student records, I authorize the University to make appropriate use of these documents as may be deemed necessary by the University.

My signature certifies that I accept this offer and have read, understood, and agreed to all the terms of the appointment as specified above and in the enclosed Regulations, which are incorporated by reference herein.

Signature _____ Date _____

**For Office Use Only
Forms Received:**

- ☐ I-9
- ☐ Loan Default
- ☐ Payroll Paperwork