



5057 Woodward, Room 6303, Detroit, MI 48202 | Phone: 313.577.2170 | gradschool@wayne.edu

**Requests must be submitted at least two weeks prior to start date to be considered**

Student's name: \_\_\_\_\_ Banner/Access ID: \_

Primary assignment classification GTA:  GSA:  \*GRA:  \*RUMBLE

Primary assignment Start date: \_\_\_\_\_ End date: \_

Primary assignment department: \_

**Details of Additional Service Assignment**

Start date: \_\_\_\_\_ End date: \_

Additional service department: \_

Number of hours per week for additional assignment (limit of 10): \_

**Details of Additional Service Job Duties**

Instructional Services: \_  
(Includes but not limited to teaching, grading, tutoring, monitoring lab or discussion sections)

**\*Note:** If the Primary Assignment is **GRA or Rumble Fellowship and additional service is instructional**, where a UPTF contract letter is appropriate, a signature line for the Graduate School Dean's approval must be included and forwarded to the Graduate School together with this form after obtaining all other applicable signatures

Research Support: \_\_\_\_\_

Administrative Support: \_

ASA Employee Classification: \_\_\_\_\_

Student's reason for accepting the position: \_\_\_\_\_

**Additional service assignments are limited to 10 hours per week and are considered for approval if the graduate assistant is in good academic standing and is making good progress toward his/her degree. There should also be sufficient justification for the student performing the additional job, which is outside the scope of his/her primary assignment.**

\_\_\_\_\_  
Academic Advisor Date

\_\_\_\_\_  
Supervisor of Primary Assignment Date

\_\_\_\_\_  
Supervisor of Additional Assignment Date

\_\_\_\_\_  
Ingrid Guerra-Lopez  
Interim Dean, The Graduate School Date

*After obtaining signatures from the advisor, primary and secondary supervisors, please forward to Tricia Koufes at ae5366@wayne.edu*