GRADUATE ASSISTANTSHIP HIRING PROCESS

Graduate students seeking a graduate assistantship position are encouraged to inquire with their graduate program department for available positions. Job postings for students are located on the HireaLion website *Powered by Handshake*.

1. Apply for desired GA position through the TAMUC HireaLion website *Powered by Handshake*.

    1. Sign In: Visit Handshake.
    2. Log In: As a current student, log in using your myLEO address.
    3. Select "Jobs" on the left-hand panel.
    4. Select "All Filters"
        -Job Type: On-Campus
        -Onsite/Remote: Onsite
    5. Type *"Graduate Assistant"* into the search box.
    6. Select "Show Results"

    -Your application will be reviewed by the hiring department. The hiring department will contact you if interested in offering you the position.

2. Once you have been offered a position, the hiring department will submit a Student Pre-Hire Set-Up form (or a Workday Change Request for students already hired in another position) to Human Resources (HR). HR will then input your information into Workday (university employee hiring management system).

3. HR will begin the hiring process in Workday.

    -Background Check – Students will receive an email from Sterling Talent Solutions which will provide a link to create an account and complete the background check.

    -Students will receive a Workday email to start onboarding and information to make an appointment for I-9 the process. **The I-9 is to be completed in person at Employee Services. Onboarding and the I-9 process must be completed before starting work/training.**

4. Once your position has been created in Workday, the Graduate School will approve (or reject) your hire in Workday.

    - In order to work as a GA you must be registered for at least 6 graduate hours and current students must maintain a GPA of 3.0 or higher.

Annual work periods may differ depending on your GA type and/or department. GAs can work through the entire employment period except on university holidays. GAs are permitted to work between semesters as long as they do not go over 20 hours a week.

Employment Period	Start Date
Fall, Spring, & Summer	First Class Day of Fall
Fall - Spring	First Class Day of Fall
Fall	First Class Day of Fall
Spring	First Class Day of Spring
Summer I & II	First Class Day of Summer I
Summer I	First Class Day of Summer I
Summer II	First Class Day of Summer II

Contact Career Preparedness at hirealion@tamuc.edu Contact HR at hr.studenthiring@tamuc.edu