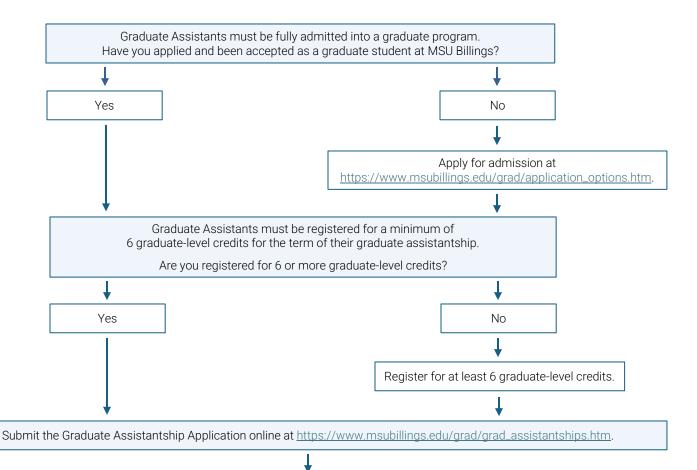


Graduate Assistantship Process



If you know the department where you want to work as a Graduate Assistant, reach out to them to check the availability of openings. Let them know you have submitted a Graduate Assistantship Application, so they can review your application materials and schedule an interview (pending availability).

If you are not sure who hires Graduate Assistants, contact information for some departments/programs is available on the Graduate Assistantship website at https://www.msubillings.edu/grad/grad_assistantships.htm.

If you would like help getting connected with additional departments/programs, contact Career & Employment Services at careers@msubillings.edu.



After you have been offered and accepted a Graduate Assistantship, submit a Graduate Assistantship Contract in CareerLink at https://www.msubillings.edu/careers/clmenu.htm.

Instructions on how to submit the contract are on the GA website at https://www.msubillings.edu/grad/grad_assistantships.htm.



Once your GA supervisor and the faculty chair of Graduate Studies have approved your Graduate Assistantship Contract in CareerLink, Human Resources will be notified to initiate the new hire process.

Human Resources will need the following documentation from you to work as a student employee:

- ✓ New hire paperwork, such as W-4 and I-9, which Human Resources will send to you via email.
- ✓ Start date of your graduate assistantship, as agreed upon with your GA supervisor.
- ✓ Photo ID, which must be presented in person in McMullen 310.

Please note: If you have previously or are currently working on campus as a student employee, you may not need to submit new hire paperwork.