GRADUATE ASSISTANT
HIRING PROCESS

Below you will find the steps to hire a graduate assistant (GA) at UNLV:

1. A graduate assistant position becomes available.
   - The majority of available academic GA positions are advertised via departmental communications with applicants before or upon admission. Most often, departments/units offer GA positions through an internal selection process.
   - Less frequently, students obtain GA positions by applying to select departments/units through Handshake.

2. Departments/units select a candidate to fill the position and initiate contact with the student.

3. Students visit the Grad Rebel Gateway to complete an official application under the hiring department.

4. Departments/units appoint students through Salesforce.

5. Graduate Financial Services creates a GA offer letter and posts it in the Grad Rebel Gateway for the student to review and respond.

6. If the student accepts the GA position, Graduate Financial Services processes the GA contract.
   - In MyUNLV, a GA indicator is added, which enrolls the GA into the student health insurance and processes tuition waivers.
   - GAs receive an onboarding email from Canvas.
   - GAs are hired in Workday.
     - The creation of a GA’s staff (unlv.edu) email address is automatically prompted.
     - GAs receive an onboarding email from Workday.

7. GAs should meet with departments/units regarding their:
   - Weekly schedule
   - Supervisor
   - Duties
   - Office location

8. Departments/units are notified of a processed GA hire from Workday.
   - Department/unit administrative assistants must process section 2 of the I-9 verification for new GAs.

9. Payroll processes the first business day of every month.
   - Fall semester: beginning of September
   - Spring semester: beginning of February
   - The stipend may be prorated if a student is appointed after the GA obligation date.

10. If students decline an offer, state allocations are returned to the department/unit budget and the department/unit can start the process again to appoint a replacement.