

UNIVERSITY OF CHICAGO  
DEPARTMENT OF ECONOMICS

**TEACHING ASSISTANT / RESEARCH ASSISTANT / GRADER**

**STUDENT EMPLOYMENT REQUEST \_\_\_\_\_ QUARTER**

**Section I** Student Name: \_\_\_\_\_ UCID: \_\_\_\_\_

Student's Home Dept.: \_\_\_\_\_ Student's Email: \_\_\_\_\_

Number of Previous GAI credits: \_\_\_\_\_

Other jobs student will have during the quarter: \_\_\_\_\_

Summer Qtr appointments only: Are you registered for summer courses? Yes \_\_\_\_ No \_\_\_\_

**Section II** \_\_\_\_\_ RESEARCH ASSISTANT

Duties: \_\_\_\_\_

Job Begin Date: \_\_\_\_\_ Job End Date: \_\_\_\_\_ (Summer Qtr appts. must end by Sept 30<sup>th</sup>)

Pay Rate: \_\_\_\_\_ (Hourly) Hours per week: \_\_\_\_\_

Name of Account to charge: \_\_\_\_\_ FAS # \_\_\_\_\_

**Section III** \_\_\_\_\_ TEACHING ASSISTANT (Attention: Minimum enrollments apply to UG courses.)

\_\_\_\_\_ GRADER \_\_\_\_\_ SPECIAL CONDITIONS

Course Number: Economics \_\_\_\_\_ Section: \_\_\_\_\_

Course Title: \_\_\_\_\_

**Section IV** Hiring Professor / Instructor's Signature: \_\_\_\_\_

Name of Professor/Instructor (Please Print): \_\_\_\_\_ Date: \_\_\_\_\_

**Section V** Program Director's Approval: \_\_\_\_\_

**STUDENTS - PLEASE NOTE:**

All Teaching Assistant hiring is subject to Undergraduate (100-299) or Graduate (300+level) Program Director's approval. For UG Program courses, see Robert Herbst Ro 229C; for Graduate Program courses, see Julie Less, Ro 203. Pre-approval from the Dean of Students is required for any appointments beyond 20 hours per week.

TA -- Employment Request must be submitted prior to the first month of the quarter in which you will TA.

RA -- Employment Request must be submitted prior to the start date listed on the form.

To be put on the University payroll, see Barbara Synos Ro 224 with this completed form. If this is your first employment at the Univ. of Chicago please visit <http://www.uscis.gov/files/form/i-9.pdf> for a list of acceptable documents you must provide.