Hiring a Research Assistant

It's suggested that if faculty want to hire a Research Assistant, they seek one with work-study funding as only \( \frac{1}{4} \) of the wages will be paid out of your Research Account. You'll need to make sure there are sufficient funds in your Research Account to cover the wage. Call Sue Rueth to verify the funds in your Divisional Research Account; call Katherine Karvunis to verify the funds in your College Research Account.

To hire a Research Assistant, contact Erin Midtlyng in the Humanities Administration Office with the details of the position. Erin will complete the form and post the position. Even if faculty have a particular student in mind, the job requisition MUST be posted online. Please include the following information in your correspondence with her:

- Job Begin Date: (No sooner than the first day of Autumn Quarter)
- Job End Date: (No later than the last day of Spring Quarter)
- Job Title
- Description
- Qualifications
- Pay Rate
- Number of positions
- Hours per week
- Contact Name
- Contact Phone

Faculty may wish to have students email their resumes rather than calling to express interest. Interested candidates will then contact the faculty member directly to set up interviews. When a candidate is selected, Erin Midtlyng requires that the hiring faculty member accompany the student to the Humanities Administration Office to complete the payroll paperwork. The typical pay scale is $8/hr for filing, $10/hr for research, and $12/hr for work involving computer use. But this is at the faculty member's discretion, and of course, based on the funds available in the Research Account.