

# TEXAS STATE

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## MATHEMATICS

### Employment Check List

Your employment with this department is contingent upon certain requirements. These conditions will be verified each semester of your employment.

Student Instructions: **Initial** the appropriate blanks in each category. Sign and date.

#### Student Section:

I. Graduate College Admittance (initial **one** of the two statements below)

\_\_\_\_\_ I have been admitted to The Graduate College and currently have no outstanding conditions.

\_\_\_\_\_ I have been admitted to The Graduate College and currently have conditions. I understand that I may not be eligible to be employed as a salaried GIA/DIA/GRA/DRA/TA until all conditions have been removed.

II. Academic Standing

\_\_\_\_\_ I understand that I must maintain a 3.0 GPA in my graduate courses to become and remain employed in a Graduate/Doctoral Instructional Assistant, Research Assistant, or Teaching Assistant position.

III. Social Security Number (initial **one** of the two statements below)

\_\_\_\_\_ I currently have a social security number.

\_\_\_\_\_ I currently **DO NOT** have a social security number. *If this is initialed you will need to request an employment verification letter from the mathematics department when you turn in your employment paperwork.*

IV. Course Load

\_\_\_\_\_ I understand that I must take a minimum of 9 hours and no more than 12 hours of graduate/doctoral level courses each long semester to become and remain employed in a Graduate/Doctoral Instructional Assistant, Research Assistant, or Teaching Assistant position.

\_\_\_\_\_ I understand that I will meet with my graduate advisor to request a one-time waiver for enrollment below full time status. This waiver is usually taken the last semester when less than 9 hours may be required to complete degree requirements.

V. MATH 5111/7111 – Graduate Professional Development Course

\_\_\_\_\_ I understand that I must enroll in MATH 5111/7111 for 3 consecutive semesters of my employment and satisfactorily complete the course for credit to remain employed in a GIA, DIA, or TA position.

VI. English Requirement (initial **one** of the two statements below)

\_\_\_\_\_ I have satisfied the requirement to show proof of English proficiency.

\_\_\_\_\_ I have not yet satisfied the requirement to show proof of English proficiency.

VII. Work Load

\_\_\_\_\_ I understand that I cannot work more than 20 hours per week.

VIII. Previous or current employment at Texas State (initial **one** of the three statements below)

\_\_\_\_\_ I have never been employed at Texas State before now.

\_\_\_\_\_ I am currently employed in another capacity at Texas State. (if initialed, fill in the blanks below)

Department/Division: \_\_\_\_\_

Job Title: \_\_\_\_\_

\_\_\_\_\_ I have been previously employed in another capacity at Texas State but am not currently employed. (if initialed, fill in the blanks below)

Department/Division: \_\_\_\_\_

Job Title: \_\_\_\_\_

*I have read and understand all of the employment requirements listed.*

Print Applicant Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_