Hiring a Research Assistant

Supervisors wishing to hire a Research Assistant should consider the following:

Planning for Research Assistants
Departments should have a projected idea of their needs for Research Assistants at the beginning of each calendar year, including the kinds of jobs to be filled, the total graduate student hours needed, the peak-load times and the budgetary allowances available to the department.

Research Assistant Budget Allocations
All Department Heads submit Summer and Fall/Spring Research Assistant Budget requests mid-March of each year. Once budget requests are approved, Department Heads will be notified of their allocation.

Writing a job advertisement for Research Assistants
An accurate job description, including the minimum skills required to perform the duties, is very useful when recruiting and interviewing graduate student candidates. Job descriptions may be posted on the Library Personnel website to attract potential graduate student applicants.

Interviewing Research Assistant Applicants
It is useful to refer to the job description when interviewing an applicant. The duties of the position should be clearly stated and the Research Assistant qualifications closely examined. The employer should check the graduate student's schedule to determine that he/she will be available to work when needed. Work schedules must not interfere with class schedules under any circumstances.

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After selecting an applicant for a Research Assistant position, the supervisor will need to inform the Library Personnel Office (LPO) of the applicant's full name; PID; email address; start and end dates; and funding information. The LPO will contact the applicant to set up an appointment to complete the hiring paperwork prior to the start date.