

2012-13 Academic Administrative Assistantships (AAA) Application Form

Project Supervisor _____ E-mail address _____

Department _____

Requested hours will be distributed _____ hours per week during (check all that apply):

_____ summer _____ fall semester _____ January _____ spring semester
(8 weeks) (13.5 weeks) (3.5 weeks) (13.5 weeks)

Project Description: (use only space provided)

Student Assistant _____ Major _____ Year _____ Luther ID# _____

Assistant's Role: (specific areas in which student will benefit from this project)

Qualifications:

Supervision provided:

(date)

(supervisor's signature)

Student Agreement:

It is my understanding that my financial aid package will be adjusted where necessary for my work on this project to be approved.

(date)

(student's signature)

To be completed by Student Employment:

Authorized amount _____
Time card sent _____
Spreadsheet updated _____
Assignment on-line _____

To be completed by Dean's Office:

_____ Approved
_____ Disapproved
Signature _____
Date _____

2012-13 Guidelines for Academic Administrative Assistantships (AAA)

1. For teaching faculty, requests for assistants who will function directly in the research process to support faculty scholarly work or academic programs will be given first priority. For staff supervisors, projects which involve job experience and training pertinent to acquisition of professional skills will be given priority. The program is not designed to provide work-study positions where the need is ongoing (such as laboratory assistants or callers for admissions) or for student initiated research.
2. Preference will be given to junior and senior-level students who are eligible for work study assistance.
3. The rate of compensation is minimum wage.
4. No academic credit will be given for compensated time derived from this program.
5. AAA hours will be coordinated with other work study hours and cannot exceed the maximum hours allowed under the student's work study award. For 2012-13, students with no demonstrated financial need will be awarded a maximum of 6 hours of work study per week; students who serve as RA's are limited to 3 hours of work study per week. If a student's work study award allows more hours, the maximum AAA funded hours per student is limited to 8 hours per week.
6. Requests should be made for only the number of hours required to allow for the most effective awarding of funding. If a student is not working the allocated number of hours, the award may be reduced for the subsequent semester to allow for those funds to be reallocated to other AAA positions.
7. Each faculty/staff supervisor may request no more than 16 hours per week of AAA funding.
8. There is no deadline for applications; high-quality proposals that meet the guidelines will be approved as long as funds are available.