

## Application for Research Assistants in Economics Department

Graduate: Submit to Graduate Program Coordinator (Shane Bordeau stb2111) **BEFORE** you begin work.

Undergraduate: Submit to Academic Affairs Coordinator (Gregory Gochtovt gg2552) **BEFORE** you begin work.

### Student Authorization

Name of Student \_\_\_\_\_ Undergrad:      Grad:

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

You will need to submit the hiring packet information required by the Department along with this form (information is online under Student Resources on Economics website).

### Faculty Authorization

Name of Faculty Member \_\_\_\_\_

Signature of hiring faculty member \_\_\_\_\_ Date \_\_\_\_\_

I will be hiring this student as a part-time Hourly Research Assistant at the hourly rate of \_\_\_\_\_

Anticipated Start Date: \_\_\_\_\_

Anticipated End Date: \_\_\_\_\_

Source of funding

- Departmental Internal \_\_\_\_\_
- Departmental External \_\_\_\_\_
- PER Seed funds \_\_\_\_\_

### Department Authorization

For Internal Funding: Lloyd Griffin (Signature) \_\_\_\_\_

For External Funding: Juliana Capaldi (Signature) \_\_\_\_\_

For questions please contact Lloyd Griffin [jg2027@columbia.edu](mailto:jg2027@columbia.edu) or Juliana Capaldi [jc1491@columbia.edu](mailto:jc1491@columbia.edu) (cc both if unsure).

Note: The responsibility is on the student being hired to make sure the application is completed and signed by the necessary parties. Students **cannot** begin working as a research assistant until the form has been submitted and signed by all parties. This means that Lloyd Griffin must have the form before students are put on payroll.

- A research **assistant** is a part-time appointment paid at an hourly rate.
- Students cannot work more than 5 hours per week as a research assistant if they already hold a fulltime appointment such as a teaching fellow; check with Shane or Lloyd.
- International students cannot work as an RA for more than 20 hours and U.S. students cannot work more than 25 hours per week during the academic year.
- The hourly rate is set by the faculty member.
- **Students must submit timesheets to Lloyd Griffin to be paid for work as a research assistant.**