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**Description of Duties and Allocation of Hours**

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| **Academic Term(s):** |  |
| **Dept./Fac. of Employment:** |  |
| **Start and End Dates:** |  |
| **Hourly Rate of Pay:** |  |
| **Student Status: Full-time/Part-time (F/P)** |  |
| **Student Number:** |  |
| **Student E-mail:** |  |
| **Student Phone Number(s):** |  |
| **GSRA employment Supervisor’s E-mail:** |  |
| **GSRA employment Supervisor’s Phone Number(s):** |  |

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| **GSRA Duties** | **Approximate Hours****(per week)** | **Details:** (Include the nature of the GSRA tasks to be performed and any expectations related to them. There is no expectation for an individual to perform work not related to the duties described in this contract. Further, if possible, note where the projected workload is likely to exceed 10 hours per week.) |
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| **Total Hours / Term** |  | **Notes:** |
| In accordance with Article 15.07 an Employee shall not be required to work more than fifteen (15) hours in a week without their consentA Full-time Graduate Student will not normally be employed as a GSTA and, or, GSRA for more than 520 hours over a 12-month period |

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| **GSRA’s Initials**  | **GSRA Supervisor Initials**  | **Grant Holder Initials**  | **DOGS/Chair/Dean Initials** |