To: [STUDENT\_EMAIL]

Cc: [DEPARTMENT\_HIRING\_EMAIL]

Bcc: noreply-gradhiring-repository@grad.gatech.edu

Subject: [FIRST\_NAME] [LAST\_NAME] - [GTID] - [START\_TERM] [START\_YEAR]- [POSITION]

Dear [FIRST\_NAME] [LAST\_NAME],

This email confirms that a hiring request has been submitted as follows:

* Hiring department: [HIRING\_DEPARTMENT]
* Supervisor: [SUPERVISOR]
* Semester of employment: [START\_TERM] [START\_YEAR]
* Number of semesters to be employed: [LENGTH\_EMPLOYMENT\_IN\_TERMS]
* Position: [POSITION]
* Workload: [EFFORT\_IN\_HOURS\_PER\_WEEK]
* Monthly stipend: [MONTHLY\_STIPEND]

[IF [EFFORT\_IN\_HOURS\_PER\_WEEK]>13.33 AND NOT [POSITION]==GA]

Your employment comes with a tuition waiver. If your program charges differential tuition, you will still be responsible for the differential tuition listed on the [Bursar’s website](https://www.bursar.gatech.edu/tuition-fees). If not, your tuition will be reduced to $25. You remain responsible for paying mandatory student fees.

[/IF]

[IF [POSITION==GRA]]

As a Graduate Research Assistant (GRA), you will be conducting research with [SUPERVISOR] on a research topic that may be related to your thesis/dissertation.

[ELIF [POSITION==GTA]]

As a Graduate Teaching Assistant (GTA), you will support course instruction, which could include assisting with lectures, grading, holding office hours, and any other additional duties assigned by your department or supervisor.

[/IF]

Your employment is contingent on you remaining registered full time and enrolling in or waiving mandatory student health insurance plan coverage. If you are not properly registered during any term that you are hired as a [POSITION], Georgia Tech reserves the right to remove your tuition waiver leaving you responsible for the payment of all tuition and fees.

Please note that student employees must comply with all Georgia Tech and University System of Georgia policies including but not limited to nondiscrimination, anti-harassment, ethical conduct, and cybersecurity.

Please check that your paycheck is consistent with this offer and report any discrepancies to [SUPERVISOR].

[optional for students who may be renewed: This position is renewable based upon your satisfactory academic progress, satisfactory work performance, full-time student status, and availability of continued funding.”]

Sincerely,

[PROGRAM\_COORDINATOR]