



GA Position Description

Submitting the GA Position Description iFORM

1. From your iCIMS Dashboard: Click on GA job

You may also navigate directly from your candidate from your 'Needs Attention' panel.

No Results

[Approved, Posted Jobs - Dept](#)

Job ID	Job Title	Primary Position Number	Associated Division : External ID
2026-8442	TES Test	2	111
2026-8268	TEST HR JOB - DO NOT APPLY	3	111
2026-8267	TEST - UHR Test Job - DO NOT APPLY TO	GA4240	111
2026-8176	Talent Acquisition Student Assistant	GB4241	111
2026-8063	Talent Acquisition Graduate Assistant	GA4240	111

[Closed \(Not Filled\) - Dept](#)

No Results

2. **A** Click **Candidates** tab

B Click the **Name** you will be advancing to complete the position description.

icims Create

< TEST - UHR Test Job - DO NOT APPLY TO Approved 2026-8267 Auburn, Alabama US Hiring Manager: Noelle Hattier | new0002@auburn.edu | Sr. IT Busine... Recruiter: I

Overview **Candidates** Detail Description Approval Postings Source iForms (Job)

All Candidates 4

- Applicant Review Phase 1
- Pre-Employment Processing 2
- Dispositioned Candidates 1

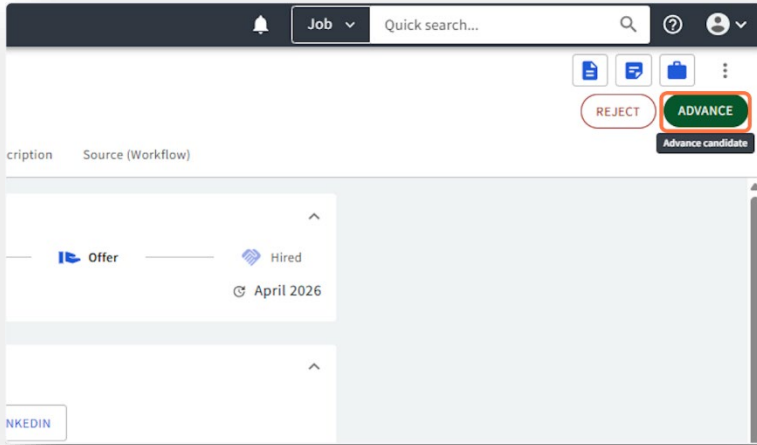
UNPIN FROM SIDEBAR *

ALL CANDIDATES (4)

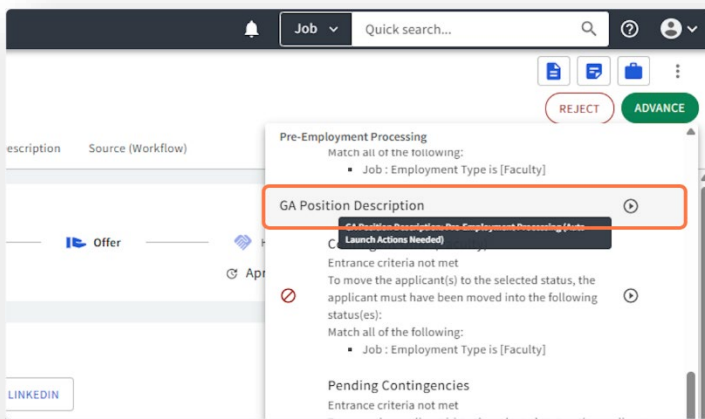
<input type="checkbox"/>	Name	Status	Time Since Action	Time Si
<input type="checkbox"/>	Cathy iCIMS Test Candidate	Application Received	16 days ago	16 days
<input type="checkbox"/>	Twine Henderson	Selected for Hire (Student or TES)	37 minutes ago	11 days
<input type="checkbox"/>	Birdie Wing	System Disqualified	5 days ago	5 days a
<input type="checkbox"/>	Jojo Testcandidate	GA Position Description	3 days ago	3 days a



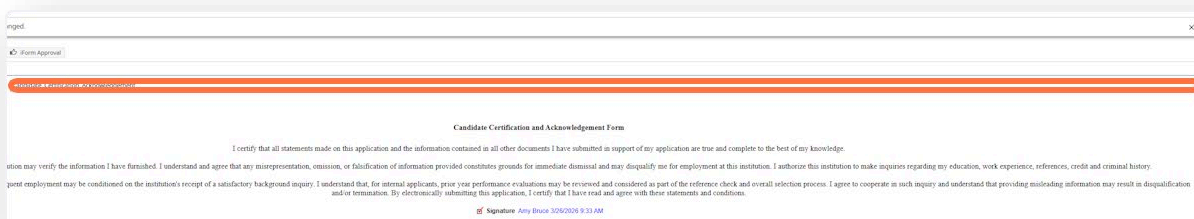
3. Click **Advance**



4. Select **GA Position Description**

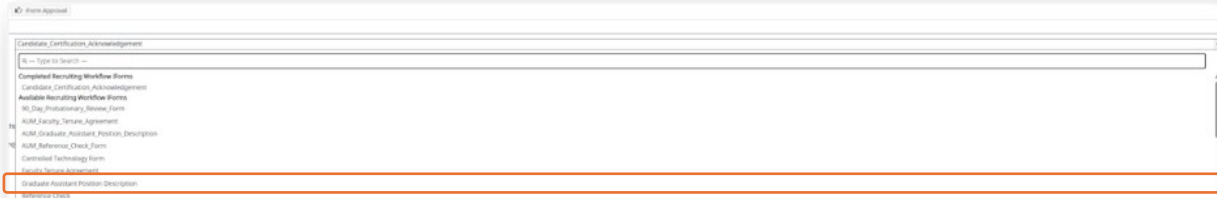


5. Click **iForm dropdown**

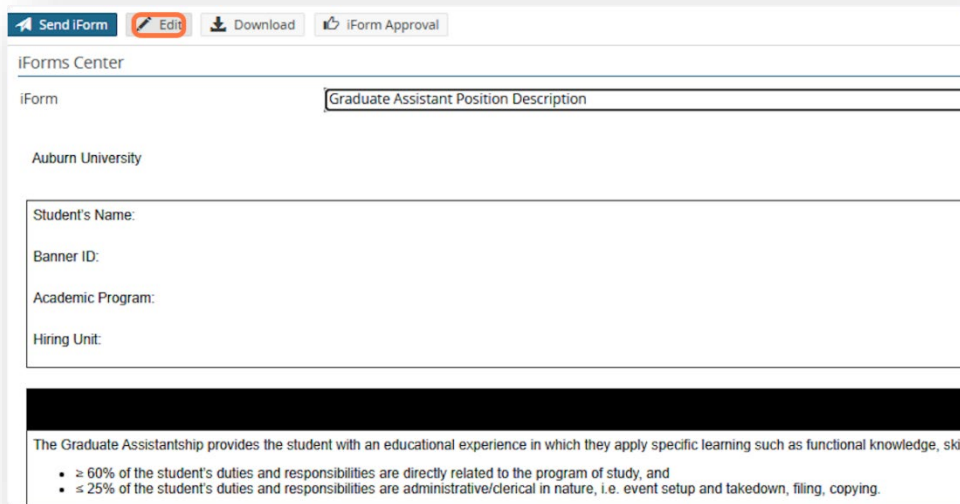




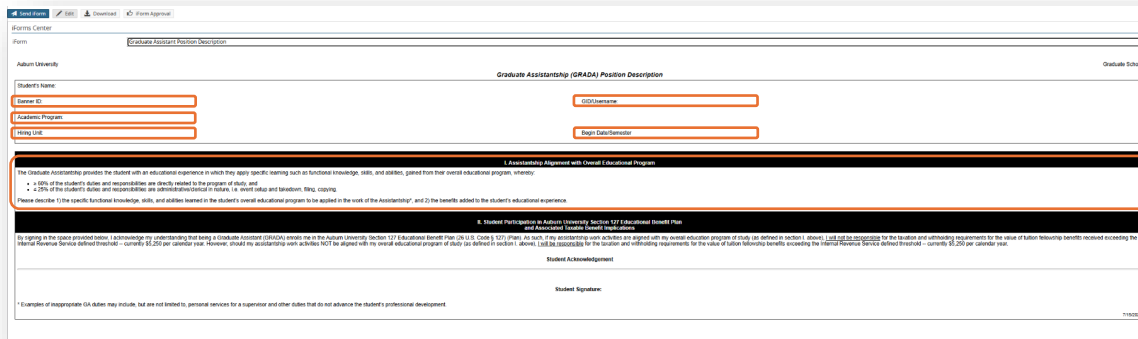
6. Select **GA Position Description**



7. Click **Edit**



8. Complete **Banner ID, GID/Username, Academic Program, Hiring Unit, Begin Date/Semester and Alignment Statement.**





14. Type 'Student Signature' in the field for **Student Signature**.

Begin Date/Semester
2024 | 15 | 2026

I. Assistantship Alignment with Overall Educational Program

ational experience in which they apply specific learning such as functional knowledge, skills, and abilities, gained from their overall educational program, whereby
cty related to the program of study, and
ministrative/clerical in nature, i.e. event setup and take-down, filing, copying.
abilities learned in the student's overall educational program to be applied in the work of the Assistantship", and 2) the benefits added to the student's educational experience.

II. Student Participation in Auburn University Section 127 Educational Benefit Plan and Associated Taxable Benefit Implications

understanding that being a Graduate Assistant (GRADA) enrolls me in the Auburn University Section 127 Educational Benefit Plan (26 U.S. Code § 127) (Plan). As such, if my assistantship work activities are aligned with my overall education program of study (as defined in section I. above), I will not be responsible for the tuition and withholding requirements for the value of tuition below
per calendar year. However, should my assistantship work activities NOT be aligned with my overall educational program of study (as defined in section I. above), I will be responsible for the tuition and withholding requirements for the value of tuition below exceeding the Internal Revenue Service defined threshold – currently \$5,200 per calendar year.

Student Acknowledgement

Student Signature: **twinehenderson**

limited to, personal services for a supervisor and other duties that do not advance the student's professional development.

15. Click **Save & Exit**

Save & Exit Cancel

Graduate Assistantship (GRADA) Position Description

GID/Username:
twinetest

18. Click **iForm Approval**

Send iForm Edit Download iForm Approval

iForms Center

iForm Graduate Assistant Position Description

Auburn University

Student's Name:
Twine Henderson

Banner ID:
900000000

Academic Program:
test program

Hiring Unit:
test working unit



19. Click **Edit**

Edit

iForm Approval

Approver(s)

This approval process has not been started

Approver	Phone
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20. **A** Click **-Select-**

B Select the appropriate **Global Approval**

- **Graduate Assistant Position Description (GPO Only)** is for a student who will be working in the College of their Program of Study.
- **Graduate Assistant Position Description (with Dean)** is for a student who will be working outside the College of their Program of Study.

Approval Email [Edit Default Message](#)
Note: If you do not customize the default message, the template for this approval type will be...

Add Approvers

Approver

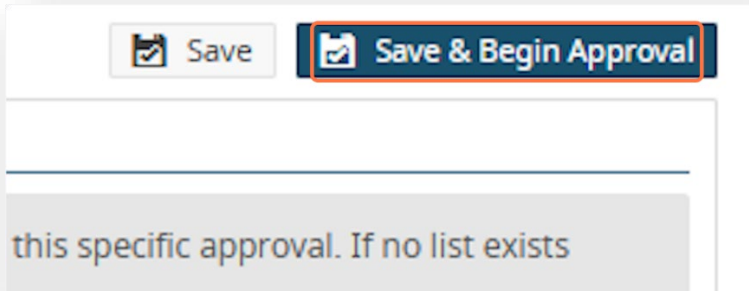
A -Select-

Search: Type to Search

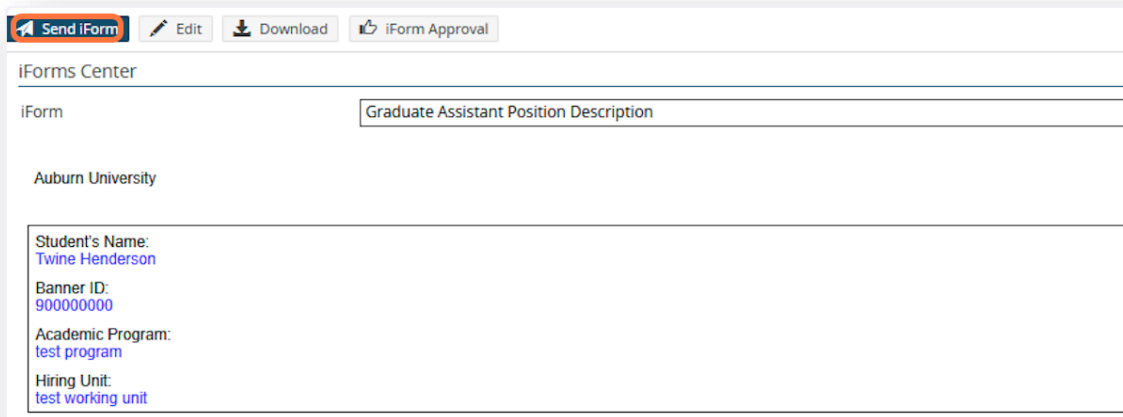
B -Select-
Controlled Technology Form
Graduate Assistant Position Description Approval (GPO only)
Graduate Assistant Position Description Approval (with Dean)



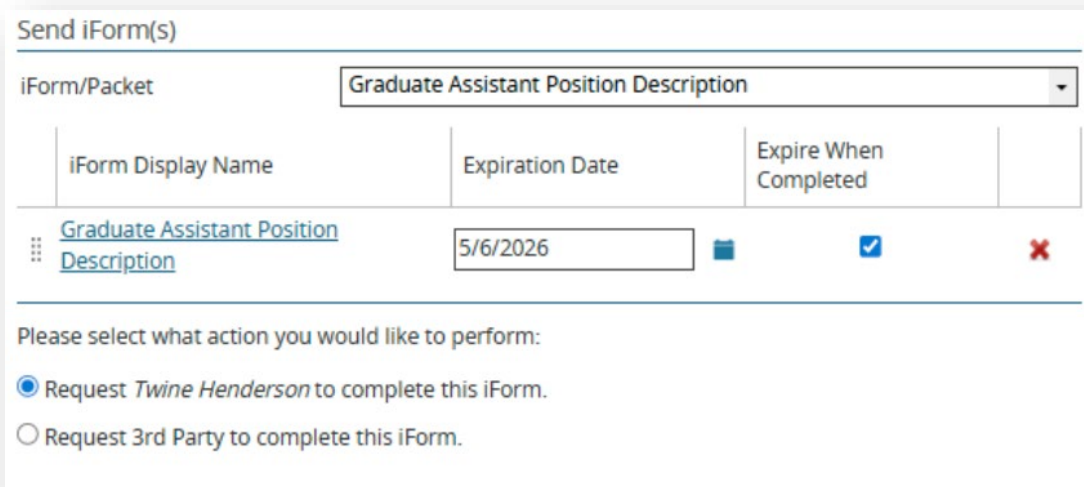
21. Click **Save & Begin Approval**



22. After all appropriate approvals are obtained, open iForm tab and click **Send iForm**



25. Confirm option is selected to to send iForm request to the candidate.





26. Email notification launches for candidate notification of iForm. Click **Send**.

Compose email [Save as document](#)

From:

To: [Cc/Bcc](#)

Template category:

Template:

Subject:

Associated Recruiting Workflow:

- Add Variable - **B** - A - **A** - -

Hi **Recipient: First Name**,

The following form is requested for you to complete for **Recruiting Workflow: Job : Job ID - Recruiting Workflow: Job : Job Title**.

FORMURL

Use the information below to login:

Login Name: **Recipient: Login**

Press ALT-F10 for toolbar. Press ALT-0 for help

Preview