

**From:** [Auburn Graduate School](#)  
**Cc:** [Marilyn Johnson](#); [George Flowers](#)  
**Subject:** Graduate Assistant Position Description Form  
**Date:** Monday, December 10, 2018 4:11:31 PM  
**Attachments:** [image001.png](#)

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Hello all,

The GA Conversion from nonexempt to exempt status will be effective January 1, 2019. To provide compliance for the exemption status, the Graduate Assistant Position Description Form is a requirement for all Graduate Assistant job assignments including New hire paperwork and changing GA jobs on EPAFS. Each GA supervisor should coordinate with their student's graduate program officer to ensure that the assigned work duties align with the student's program of study.

The Graduate Assistant Position Description form can be found on the Graduate School's website at the following link:

<http://graduate.auburn.edu/wp-content/uploads/2018/12/Graduate-Assistant-Position-Description.pdf>

Please let me know if you have questions or need assistance by emailing [reeceju@auburn.edu](mailto:reeceju@auburn.edu).

Kind regards,  
Julie Reece

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