1) Name of Faculty: Jeffrey W. Knopf (fac) and Jennifer Hambleton-Holguin (staff)

2) Statement of Need: A student GA to assist in management of the MANPTS program, including helping the program chair and CACS advisor maintain, post and disseminate accurate and up to date info about program requirements and program-related activities, and collect and distribute info about program accomplishments.

3) Service to GSIPM: Will improve management of NPTS program and facilitate communication between faculty and academic and career advising sides for students.

4) Allocation Request:
   a) Proposed weekly schedule: _2hr_M _3hr_T _2hr_W _3hr_Th _5hr_F
   b) Total # of hours per week & per semester: __15__/wk __225_/semester

5) Position Description & Skill Requirements:
   (If you have a specific candidate in mind, please indicate his/her name below.)
   A GRA to assist the NPTS program chair and CACS advisor in a variety of tasks related to management of the NPTS program. Duties include assistance with Web site updates; announcing talks, guest speakers, relevant jobs, internships, fellowships and conferences; researching new employers and opportunities; communicating degree requirements; and publicizing achievements by NPTS students and grads.

6) Supervisor Responsibilities**

As a faculty/staff supervisor of a workstudy student assistant, I understand and accept the following responsibilities (please initial):

   ___X___ I will ensure the student is properly supervised and guided at all times during his/her work-study employment

   ___X___ I will make sure the student submits accurate timesheets which I will approve by the deadlines stated in the 2010 timesheet schedule

   ___X___ I will ensure the student assistant does not work beyond the weekly/total hours approved by the Dean

   ___X___ I understand it is my responsibility to properly utilize workstudy assistance for the needs stated above

   ___X___ I will complete the necessary trainings conducted by IT and HR (see the Faculty Resource Guide)
**Failure to follow the procedures stated above and in the Student Supervisor Authorization Form will result in a loss of workstudy assistance privileges.**