

**New GRA/GTA Hiring Process**  
**Fall 2026 and Fall 2026/Spring 2027**

1. Professor fills out the GRA or GTA Work Agreement. They will download from these links: [Graduate Research Assistant](#) or [Graduate Teaching Assistant](#) and save to their computer. There are sample GRA and GTA Work Agreements available with the relevant fields highlighted. Please name the work agreements like this: “Student Last Name, Student First Name GRA Fall26” or Student Last Name, Student First Name GTA Fall26-Spring27” for example.
2. Professor will email completed work agreement to [ccseresearchsupport@kennesaw.edu](mailto:ccseresearchsupport@kennesaw.edu). Cara, Robin or Nicolle will ensure that the form is completed correctly. If corrections are needed, we’ll reach out to the professor. If everything is correct, we will put it into DocuSign for the following signatures – Student, Hiring Professor, Department Chair, and Associate Dean (Lei).
3. When the DocuSign is completed, the research support team will upload it into the Graduate College’s [submission form](#). Graduate College staff will review it to make sure the student is eligible for hiring. If there is a problem, they will notify the student and hiring professor.
4. Once the Graduate College review is complete, they will initialize the SEHF in OnBase and the following approvers will get emails: Hiring Professor, Department Chair, Business Manager or Grants Manager, and Associate Dean. Approvers will receive an email reminder every day to complete the review until it’s done.
5. Once all approvals are completed, the SEHF will be forwarded to HR. Student will receive onboarding instructions.

Faculty can contact [ccseresearchsupport@kennesaw.edu](mailto:ccseresearchsupport@kennesaw.edu) for the status of their hiring paperwork. For the Work Agreements in DocuSign, the research support team will be able to see who has signed and who hasn’t. Once the form has been uploaded to the Graduate College’s submission form, only the Graduate College staff will be able to see the status.

For a more detailed explanation, see [Graduate College’s Hiring Process Handout](#)