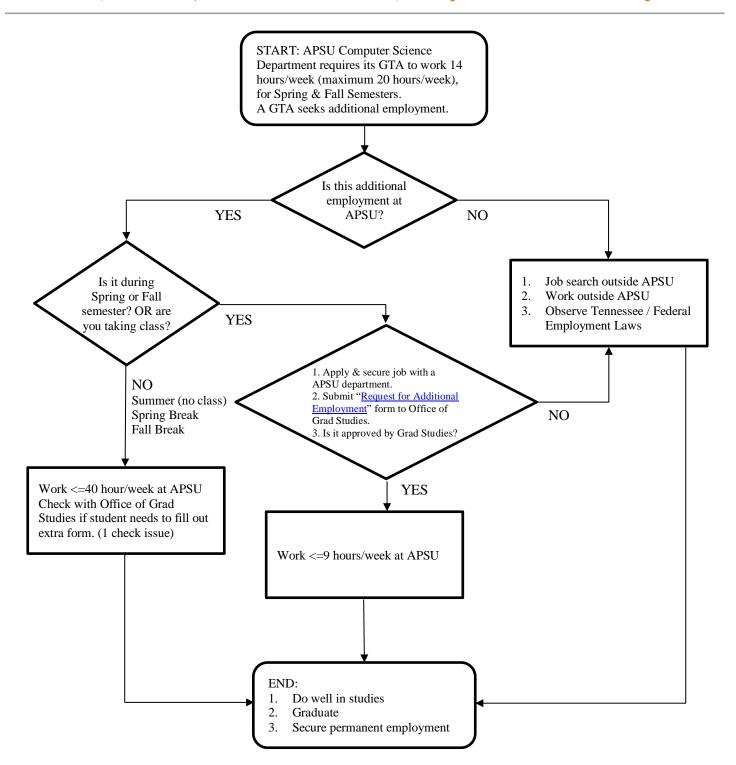# Graduate Teaching Assistant: Additional Employment Flowchart

Local GTA (U.S. Citizen, U.S. Permanent Resident): Computer Science & Math Departments

START: APSU Computer Science Department requires its GTA to work 14 hours/week (maximum 20 hours/week), for Spring & Fall Semesters.
A GTA seeks additional employment.

Is this additional employment at APSU?

YES → Is it during Spring or Fall semester? OR are you taking class?

NO →
1. Job search outside APSU
2. Work outside APSU
3. Observe Tennessee / Federal Employment Laws

Is it during Spring or Fall semester? OR are you taking class?

YES →
1. Apply & secure job with a APSU department.
2. Submit "Request for Additional Employment" form to Office of Grad Studies.
3. Is it approved by Grad Studies?

NO
Summer (no class)
Spring Break
Fall Break
→ Work <=40 hour/week at APSU Check with Office of Grad Studies if student needs to fill out extra form. (1 check issue)

1. Apply & secure job with a APSU department.
2. Submit "Request for Additional Employment" form to Office of Grad Studies.
3. Is it approved by Grad Studies?

NO → (back to Job search outside APSU box)

YES → Work <=9 hours/week at APSU

END:
1. Do well in studies
2. Graduate
3. Secure permanent employment

Last updated: September 12, 2018