Staff Profile: Courtney Aguila

Job Duties

- Oversees the appointment/employment for graduate students (A-L)
- Reviews non-student Reader/Tutor exception letters and employment
- Reviews Academic Year Associate-In (Teaching a Course) appointments
- Oversees GSR Tuition and Fee Remission Program
- General tax information, including 1098-T, for graduate students
- Oversees appropriate use of Junior Specialist title for non-UC Visiting Graduate Students
- Job Opportunities booklet
- Social Security Number Updates

Temporary Job Duties/Employment Coordinator

- Student academic employment appointments (M-Z)
- DCP/Medicare Deductions and Corrections
- Reviews greater-than-50% employment exception requests
- Reviews Summer Session Associate-In (Teaching a Course) appointments
- TA Health Insurance and TA Fee payments and refunds
- TA Fee Deferment and TA Loan Programs

Contact Information

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