Chapter 1: Introduction

- How to Use this Manual
- Delegation of Authority
- Graduate Division Financial Support Unit
  - Director
  - Graduate Student Employment
  - Graduate Student Fellowships (Merit-Based Support)

Welcome! If you are new to hiring graduate students, please be sure to enroll in the mandatory Payroll training class, PPS Update - Graduate Division Procedures and Activities class through the UC Learning Center.

In addition, you may also want to subscribe to the following listservs:

- Grademp: for staff handling graduate student employment. Contact Courtney Aguila
- Gradsup: for staff handling graduate student support (including fellowships). Contact Courtney Aguila
- Visitinggradstaff: for staff handling non-UC Visiting Graduate Students. Contact Leo Alvarado

How to Use this Manual

This document contains the policy and procedures for the following:

- Graduate students employed on student academic titles
- Graduate Division policy for hiring graduate students on student staff titles
- Medical student and Pharm D employment
- Non-students appointed as Tutors and Readers
- Non-UC Visiting Graduate Student

Delegation of Authority

Graduate Division is the final approval authority for a graduate student employed on a student academic title or student staff title with the following conditions:

1. The appropriate Divisional Dean is the appointing authority for a graduate student appointed as an Associate In (Teaching-a-Course). The Dean of the Graduate Division must review and approve the file prior to the appointment.
2. Student Employment Office (SEO), a division of the Career Services Center, must pre-approve the employment of a graduate student on a student staff title (a casual-restricted employee). Use of these titles is under the jurisdiction of Career Services, requires the approval of the graduate department, and is subject to the final approval of the Dean.
3. The employment of graduate students as UCSD career employees is handled as follows:
   a. For current UCSD career staff employees who become graduate students, the appropriate authority is Central Human Resources and the Graduate Division.
   b. All other graduate students are under the jurisdiction of the Graduate Division, which does not allow employment into a UCSD staff position (career, limited or temporary).

The Graduate Division periodically reviews payroll actions and will contact the funding source to make necessary corrections if needed. In addition, Graduate Division has the authority to terminate any action not in compliance with stated graduate student policy and procedures.

Graduate Division Financial Support Unit

The following is a list of staff members in the Graduate Division Financial Support Unit. If you have questions about a particular area, please contact the appropriate person.

Official Mailing Address and Contact Information

University of California, San Diego
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9500 Gilman Drive, #0003
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Phone: (858) 534-3555 | Fax: (858) 534-4304
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Director
Vacant
Graduate Student Employment

Senior Graduate Employment Coordinator, Courtney Aguila
Graduate Employment Coordinator, Vacant
Visiting Graduate Student Coordinator, Leo Alvarado

Graduate Student Fellowships (Merit-Based Support)

Graduate Fellowship Supervisor, Tanya Reese
Graduate Fellowship Coordinator, Ha Truong
Graduate Financial Support Assistant, Suzanne Young