

STPEC Program:

Appointment:

Job search including flyers with job expectations and qualifications sent to appropriate departments including GEO office.

Review of submitted written applications.

Interview of appropriate candidates by a board made up of STPEC Program Director, members of the STPEC Office staff and STPEC students.

Position offered to most qualified candidate.

TA appointment form typed and submitted with job description for all appropriate signatures.

Re-Appointment:

Re-appointment offered at the discretion of the STPEC Program Director.

If accepted by TA, new TA appointment form is typed and submitted with updated job description.

If re-appointment is not accepted then job search is begun.

Note: open positions may occasionally be offered to TAs who are already working for the STPEC Program in other positions (and who are judged by the Program Director to be qualified for the new job) before a new job search is begun.