

Subject: FW: RSVP for the November 10, 2022, L&S Administrative Topic of the Month-Graduate Assistantships

Date: Monday, October 31, 2022 at 9:46:57 AM Central Daylight Time

From: Lynne Prost

To: ls_gradcoords@g-groups.wisc.edu

TO: L&S Graduate Coordinators

Action requested: Please review the email below and register for the upcoming L&S Administrative Topic of the Month on Graduate Assistantships

Dear colleagues,

Laura Fisk, the L&S HR SA/STS team, and Payroll Director ChoonYee Ho-Jonas will be presenting at the L&S Administrative Topic of the Month on Nov 10. Please RSVP using the link below if you are able to attend!

Best,
Lynne

Lynne Prost, PhD
she/her/hers
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From: 'Tina Nielsen' via ls-admin-all <ls-admin-all@g-groups.wisc.edu>

Date: Monday, October 24, 2022 at 11:58 AM

To: ls-chairs-all@g-groups.wisc.edu <ls-chairs-all@g-groups.wisc.edu>, ls-dept-admins@g-groups.wisc.edu <ls-dept-admins@g-groups.wisc.edu>

Cc: Laura E Fisk <laura.fisk@wisc.edu>, JOSEPH C FARRENKOPF <joseph.farrenkopf@wisc.edu>, Stella Luong <stella.luong@wisc.edu>, Mitchell Yang <mitchell.yang@wisc.edu>, ChoonYee Ho-Jonas <choonyee.hojonas@wisc.edu>

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TO: Chairs, Directors and Department Administrators

ACTION: Please circulate this message regarding the November 10, 2022, L&S Administrative Topic of the Month (AToM) featuring members of our tremendous L&S HR and Payroll Team to those in your unit/department that are responsible for appointing and hiring Graduate Assistants.

LOGISTICS:

Date: Thursday, November 10, 2022

Time: 8:30-10:00 a.m.

Topic: *Graduate Assistantships: Successful Appointing and Hiring*

Location: Zoom (link to be sent prior to the event)

Post-event: Slides and a recording of the session will be posted on the [L&S KB](#)

RSVP by November 7. This RVSP allows you to ask a question ahead of time (*even if you are not able to attend*) so that the presenters can be aware of what is on the minds of the L&S community.

Agenda:

Please join L&S HR to learn tips for hiring and appointing graduate assistants. The SA/STS team (Laura, Joe, Stella and Mitchell) and Payroll Director ChoonYee Ho-Jonas will present topics including:

- *Top 5 tips for a successful hiring process*
- *Appointment limits and standards for graduate assistant appointments*
- *New for Spring 2023: JEMS “Multi Hire” option for batch hires*

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