

So, you want to be an HDI Research Assistant...Great! Here's what you need to do:

_____ As most HDI RA appointment decisions are made for the next academic year during the spring and summer months, contact the Director of Graduate Studies (DGS) in your degree department during the spring semester and let them know that you are interested in an RA position at HDI. You can find contact information for your DGS at <http://www.research.uky.edu/gs/dgslist.html>.

_____ Find out more about current HDI projects at www.hdi.uky.edu.

_____ Review pertinent RA information found at <http://www.research.uky.edu/gs/fellowship/tarainfo.html>.

_____ Submit a cover letter, resume/vitae, and references to Walt Bower (walt.bower@uky.edu). Your information will be forwarded to Project Directors who are interviewing. At your request, your information will be kept on file in an applicant pool for any mid-year openings.

_____ Once it is agreed that you will begin, you should call Jackie Shouse (257-1110) and let her know that you are a new RA. You should review the information required on the Graduate Student Academic Staff (GSAS) Notice of Appointment Form *with your supervisor*. Your supervisor should forward the required information to Jackie Shouse in 114 MIB. She will assist you in completing the GSAS form and you can then obtain the required signatures. Submit the completed GSAS to the Graduate School, bring a copy back to Jackie Shouse, and keep a copy for your records. The GSAS form can be viewed at <http://www.rgs.uky.edu/gs/fellowship/GSASForm.pdf>.

_____ Complete Project Orientation activities as outlined by your supervisor.

_____ Schedule an HDI RA Orientation with Walt Bower in 107 Mineral Industries Building within your first week to discuss (1) RA Guidelines, (2) Training Plans, (3) Seminar Series, and the (4) Graduate Certificate in Developmental Disabilities.

_____ During your first 60 days at HDI, complete your Training Plan with your supervisor. Both parties must sign in approval. Provide a copy of the plan to Walt Bower and keep a copy for your reference.

_____ Attend Fall & Spring Seminars and learn more about lifespan and topical issues for individuals with disabilities and their families. The schedule is posted on HDI's website.

_____ At the end of each semester, you should review your Training Plan and conduct a Progress Evaluation with your supervisor.

_____ Enjoy your time at HDI!

Reminders:

- Don't forget to complete your time sheets as outlined by your supervisor.
- If you have questions about billing or payroll issues, see Jackie Shouse. Don't ignore medical or tuition bills!

Full-time RAs:

- If you do NOT need Student Health Insurance coverage, submit a declination form to 203 Gillis Bldg ASAP and notify your Project Director: <http://www.research.uky.edu/gs/fellowship/HealthInsuranceDeclineForm.pdf>
- If you DO take the Student Health Insurance coverage, Notify Project Director if you have not received your Health Insurance Card within 30 days of your start date.