Buffalo State College
Graduate Assistant Recruitment Workflow

**Step 1**
Recruitment Plan

- Dept. Head/Chair
  - Dean/Director/AVP
  - Equity & Campus Diversity
  - Dean, Graduate School or VP
  - Post
  - Return to
- Dean Graduate School or VP
  - Equity & Campus Diversity
  - Dean/Director/AVP
  - Dean, Graduate School or VP
  - Post
  - Return to

**Step 2**
Interview & Recommendation

- Search Chair
  - Dean/Director/AVP
  - Dept. Head/Chair
  - Dean, Graduate School or VP
  - HRM
  - Position Filled
- Dean, Graduate School or VP
  - Dean/Director/AVP
  - Dept. Head/Chair
  - Dean, Graduate School or VP
  - HRM
  - Position Filled

**Step 3**
Appointment Form

- Dept. Head/Chair
  - Dean/Director/AVP
  - Dean, Graduate School or VP
  - Budget
  - HRM
  - Position Filled
- Contract prepared by Dean’s office or appropriate VP