



Your University of Choice

Graduate Assistantships Guidelines

Purpose and Rationale: The rationale of a Graduate Assistantship is to further the professional academic development of the graduate student. The assistantship is expected to serve as a meaningful learning experience and a way for the graduate student to work for an institution in his or her chosen field. It is expected that the student will contribute on a professional level to enhance the learning environment of undergraduate and other graduate students.

The responsibility of a Graduate Assistant: The Graduate Assistant (GA) is responsible for working with various Faculty members across different Graduate Programs. Activities may include the following:

- Support of teaching, which can include work as a Teaching Assistant (TA). This task may involve grading assignments and working directly with students under the tutelage of Graduate Faculty.
- The Graduate Assistant may also conduct academically significant research related to his or her academic program under the guidance of a faculty member.
- The student could also be involved in administrative duties and other professional activities, ideally related to his or her field.

Eligibility: To be eligible for the Assistantship, the student must first gain admission to graduate study. He/she must register and maintain at least 6 semester credits of graduate coursework. Full time Assistantships are awarded for each academic year but can be awarded for up to (2) years. Students must apply each academic year.

- There is a limit of 2 GA's per a Graduate Program (Certain conditions apply).
- GA's receive a full tuition waiver for up to 12 credits per semester (Fees not included).
- GA's work approximately 15 hours a week while school is in session during the academic year.
- Only students in good academic standing with a minimum graduate GPA of 3.0 are eligible for selection as GA's.
- The GPA of 3.0 must be maintained during the assistantship process.

Application: Student must apply directly to Academic Affairs Office for each position of interest.

- Student must submit a general application to the Academic Affairs Office.
- A resume must accompany the application.
- Two letters of recommendation.
- Applications are due at least two months before the start of the fall or spring semester.
- Interview with the Graduate Program Director of the program in which the student is applying.

How are positions allocated and assigned?

Application forms are submitted to Graduate Program Directors for initial review. If the Graduate Program Director approves the application, he or she then forwards it for approval to the Chair of the Graduate Studies Committee and the Vice President for Academic Affairs. Following all three approvals both the Financial Aid Office and the Academic Affairs Office will issue a letter of appointment for the GA to sign. Each Graduate Assistant reports to the Supervising Faculty Member identified in the letter of appointment. Although most Graduate Assistants apply for work in their own department, other Graduate Program Directors may require the skills of a student from another department. This can be a great way for a Graduate Assistant to get varying types of experiences.

Evaluation:

The supervisor will review the job description with the Graduate Assistant and determine a mutually agreeable schedule for the year. Graduate Assistants should have some significant responsibility/project assigned which may be included on their resumes for the future. A collaborative evaluation will be conducted at the end of each academic year to examine how the original job description matches the reality of day to day activities. In a rare instance where a Graduate Assistant is not performing his/her duties, at the written request of the Graduate Supervisor, the person may be removed by the Vice/President of Academic Affairs.

How Fellowship Award is Applied:

The Graduate Assistant Grant is to be applied to the student's financial aid package for the current semester that he or she is serving. This grant will be applied for graduate coursework only and cannot be used in conjunction with any other form of outside scholarships, tuition reimbursement, or veteran's benefits. Students must comply with the following:

- Must file a FAFSA for the award year
- Must be registered for at least 6 graduate credit hours
- Must work 10-15 hours per week during the semester for which the grant is to be applied
- Must maintain a 3.0 GPA while receiving the grant