

## Workload

- **Academic** graduate assistants work on a 9-month appointment. Appointments begin one week before the start of classes and end one week after final exams. If budget permits, a unit may also hire a student to work over the Summer.
- **Fiscal** graduate assistants work on a 12-month appointment. Appointments begin on July 1 and end on June 30<sup>th</sup> of each year. If appointment is for a part of the year, the appointment may start at the beginning of respective semester.
- Based on the nature of your appointment you will be required to work either **10** or **20** hours per week.
- Graduate Assistants may also engage in professional apprenticeship activities that align with their duties. Professional apprenticeships are to be agreed upon in advance between the supervisor and the graduate student; such apprenticeship activities may extend the graduate student's time commitments beyond those involved with the Graduate Assistantship.

## Stipend & Privileges

- While employed, graduate assistants are considered state residents for fee purposes only. Accordingly, they will not be responsible for paying the nonresident fee. They will be responsible for any other fees assessed by the **14<sup>th</sup> class day**.
- Academic and Fiscal graduate assistants receive their paychecks on a biweekly basis.
- Graduate assistant income is taxable.
- Tuition remission (if applicable) is assigned a dollar-equivalent value, and is counted as a scholarship for financial aid purposes. This means that financial aid eligibility, including student loan eligibility, is reduced by the amount of the tuition waiver.
- Graduate assistants receive paid holidays consisting of Independence Day, Labor Day, Thanksgiving Break, Martin Luther King, Jr.'s Birthday, and Mardi Gras Day. Graduate assistants also have *unpaid* breaks when classes are not in session.

## Eligibility

- Graduate assistants must be in good academic standing (3.0 graduate GPA and not on academic probation).
- Graduate assistants must be registered full-time during each Fall or Spring semester in which they are employed. To be considered full-time, students must maintain registration in a minimum of 9 graduate credit hours in the Fall or Spring semester. Exceptions must receive prior approval from the Graduate School.
- Graduate assistants must make progress in their degree program. Evaluation of this progress is conducted by the student's degree program.
- Graduate assistants will be evaluated at the end of each appointment. This evaluation will be based on the assistant's written job description.
- Graduate assistants meeting all eligibility requirements may be re-appointed for up to a total of three years (Master's) or five years (Doctoral).
- Sanctions based on violations of Student Code of Conduct may prohibit campus employment.
- Per University policy, Graduate Assistants must complete Mandatory Training and disclose outside employment.

**Failure to meet the established conditions of your employment will result in the immediate termination of the Assistantship.**

I \_\_\_\_\_ understand my rights and responsibilities as a graduate assistant as indicated above.

I acknowledge that in addition to the above, I will be required to follow my written job description.

Student First Name:

Last Name:

Student ID #: