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## Graduate Assistant Supervisor Explainer

### Introduction

Graduate assistantship awards and compensation reflect the varying level of complexity across assistantships and the need for hiring offices to have sufficient GA hours to perform needed work. The goal of the assistantship program is to ensure that students have similar awards regardless of their academic degree and that more students have access to tuition waivers.

The main points are:

1. Supervisors are required to sign a contract indicating that they are aware of their duties, including ensuring that their GA (1) works on campus; (2) is adequately supervised and has sufficient work assignments; and (3) completes the required work hours as tracked through eTime.
2. Assistantships will be full-time or half-time only.
3. Assistantships have been assigned tuition waivers depending on the level of position complexity. All regular-semester assistantships will carry a tuition waiver.
4. Full-time assistantships have stipends worth \$2625 per semester. Half-time assistantships have stipends worth \$1312.50 per semester. All hourly stipend rates will be \$10 an hour and cannot be changed by the supervisor (e.g., fewer hours for a higher hourly rate). Students are required to work all hours (e.g., 262.5 hours/semester for a full-time assistantship), and your GA allocation may be affected if your student does not complete the required work hours.
5. Students may only hold one assistantship at a time (no stacking). Students may receive assistantship support for a maximum of four semesters for one degree only.
6. Offices hiring GAs are not able to split them without special permission (e.g., turning a full-time assistantship into two half-time assistantships). Assistantships will be full-time or half-time only.
7. Summer assistantships will no longer carry a waiver beginning with summer 2024 but will get a stipend award at \$10 per hour.
8. You must complete an Appointment Request Form for both returning and new students.

### Graduate assistantship model

Tuition waiver. The maximum waiver is 9 credits. Full-time assistantships will be assigned 3, 6, or 9 credits in tuition waiver depending on the complexity of the job duties. Students do not need to register for the full credits of the award as long as they take at least three credits (in other words, they must be actively registered to hold an assistantship). As always, students must have a 3.0 or higher GPA to win an assistantship, and must earn at least a 3.0 each semester to maintain it. Supervisors must submit an Appointment Request Form each year for returning students in the same assistantship.

Stipend. All full-time assistantships require 262.5 hours of paid work each semester, which averages to 17.5 hours per week. Half-time assistantships require 131.25 hours of paid work each semester, which averages to 8.75 hours per week. The stipend salary is \$10 per hour and cannot be changed by the supervisor. Supervisors must monitor their GA's hour completion and ensure that the student completes the assigned hours.

Half-time GA. Assistantships are only full-time or half-time. Half-time assistantship waivers are half of the credits of the full-time waiver: 4.5, 3, or 1.5 credits.

No stacking. Students can only have one assistantship at a time. Half-time assistantships cannot be stacked to provide additional tuition waivers or stipend hours.

Summer assistantships. Summer assistantships are paid an hourly rate but do not receive a tuition waiver. Units with auxiliary/grant funds can use them to pay waivers as desired (using a fund center separate from 1924).

New assistantship requests. New assistantship requests will be handled through the annual budget process, so there will be one opportunity a year to request one. Requests will be routed through units to the division vice president/chief and will be brought to Cabinet budget meetings in late spring. If the position is approved, Cabinet will also determine the tier for the position. Supervisors should prepare a position description and position justification to support the request.

Handshake. The hiring process is handled through Handshake. Instructions for supervisors and students are available on the graduate assistantship webpage at <https://www.sru.edu/offices/academic-affairs/graduate-assistantships>.

## Supervisor FAQ

### **How will students be notified of their award?**

Hiring supervisors should include information about their position in their discussions with applicants and during the post-interview hiring conversation. Position descriptions on Handshake will also include the compensation information, including tuition waiver and stipend.

After the supervisor submits the Appointment Request Form, the student will receive a contract to sign that will clarify the tuition waiver and the work expectation with a dollar value for the award.

### **Do I have to complete a new Appointment Request Form if the same student is continuing?**

Yes, Appointment Request Forms must be completed at least annually for full-year appointments, and every semester if the appointment is for one semester only.