

INSTRUCTIONS/GUIDELINES FOR PROCESSING GRADUATE ASSISTANT AWARD FORMS

GRADUATE ASSISTANTSHIP AWARD AND EMPLOYMENT AGREEMENT FORMS FOR INTERNATIONAL GRADUATE ASSISTANTS MUST BE APPROVED BY THE INTERNATIONAL STUDENT DIRECTOR BEFORE THEY ARE SUBMITTED TO THE GRADUATE OFFICE. AWARD FORMS FOR INTERNATIONAL GRADUATE TEACHING ASSISTANTS MUST INCLUDE THE REQUIRED SPEAK SCORES, DATE OF ORAL EXAM, AND NAMES OF PARTICIPANTS IN THE ORAL INTERVIEW.

- A. **Award forms cannot be processed without a valid SSN.** Assigned identification numbers cannot be substituted for the SSN.
- B. Job descriptions must accurately reflect the research, teaching, administrative duties being performed by the graduate assistant. The designation of research, teaching, or administrative assistant should be based on the **majority** of the work performed by the graduate assistant. Definitions approved by the Graduate Council are listed below.

Graduate Teaching Assistant

A Graduate Teaching Assistant (GTA) serves an instructional role in a class or laboratory offered by an academic unit for credit. The GTA need not be the instructor of record. Duties may include actual instruction in a classroom setting; leading discussion sessions; conducting help and/or tutoring sessions; assisting with laboratory setup; helping faculty prepare lectures and course materials; grading papers, exams, laboratory reports, projects, and class homework; coaching; and performing other duties pertaining to the instructional mission of ESU.

GTAs are eligible for full tuition waivers. This waiver does not include waiver of any fees and is for the actual semester of appointment only. GTAs must work twenty hours per week for a complete semester in order to be eligible for the tuition waiver.

Graduate Research Assistant

The primary function of a Graduate Research Assistant (GRA) is to assist a faculty member in an academic department with her/his scholarly and/or creative activities. Duties may include maintaining and operating scientific instruments and/or computer equipment; locating, reading, and summarizing pertinent research articles; performing laboratory experiments and assisting with fieldwork; calculating and analyzing results of research; and assisting musicians and artists in their creative endeavors.

GRAs are eligible for full tuition waivers. This waiver does not include waiver of any fees and is for the actual semester of appointment only. GRAs must work twenty hours per week for a complete semester in order to be eligible for the tuition waiver.

Graduate Administrative Assistant

The primary function of a Graduate Administrative Assistant (GAA) is to assist in non-teaching and non-research activities. A GAA should perform more than the usual receptionist/secretary duties. Duties should augment a student's academic program and provide opportunities to apply knowledge gained through the program. Duties may include entering computer data, maintaining records, preparing reports and surveys, and interpreting and correlating administrative data. GAA responsibilities may also include interacting with students, faculty, administrators, alumni, and visitors to the University. Departments will be expected to explain briefly on the actual award form how the GAA duties augment the student's academic program.

GAAs are eligible for a tuition waiver but not eligible for the graduate assistant health insurance. This waiver does not include waiver of any fees and is for the actual semester of appointment only. GAAs must work twenty hours per week for a complete semester to be eligible to receive the tuition waiver.

- C. Graduate assistants must work 20 hrs. per week for a full semester. Graduate students working less than 20 hrs. per week or less than a full semester should be processed on student contract forms.
- D. **New award forms must be completed for summer assistantships.** Summer award forms can include funding from two fiscal years. **Index, fund, organization, account, and program numbers and funding amount must be included for each fiscal year.** Departments must remember that if they want graduate assistant funding carried over at the end of the fiscal year, they must make this request to Fiscal Affairs or they will lose the funding and it will not be available in the new fiscal year.
- E. **Departments will not be allowed to add additional funding to existing awards for additional duties performed. Graduate assistants already on an award are being compensated for 20 hrs. of work per week and are not allowed to work any hours over that.**
- F. Awards should begin with the pay period that corresponds to the first week of classes. The latest pay period that will be accepted will be the second pay period after the start of classes.