



Office of Student Employment

Procedure for Graduate Assistantships

REASON FOR PROCEDURE:

Graduate assistantships provide students with opportunities to engage in meaningful, career-related academic activities that support the College's commitment to offering experiential education. Graduate assistantships also provide the College an opportunity to engage the creative and professional talent of exceptional graduate students in roles that will assist it in meeting its strategic and operational goals.

Graduate assistantships allow the College to:

- Attract quality graduate students;
- Be competitive with other graduate programs;
- Provide graduate students with practical experiential education related to their career interests;
- Allow graduate students to concentrate more fully on their studies (rather than outside employment); and
- Provide support for programmatic and academic needs at the College.

DEFINITIONS:

Depending on the area of employment, specific Graduate Assistantships at Utica College may include any of the following titles and/or responsibilities. These titles alone, DO NOT indicate that a position is considered a Graduate Assistantship and therefore eligible for tuition benefits.

Undergraduate SE jobs may carry the same titles, but the job responsibilities are different.

Graduate Assistant (GA)

Graduate assistants are general assistantships that provide project and other support for college offices.

Department Assistant (DA)

Department assistants typically work in positions that assist office staff.

Research Assistant (RA)

Research assistants focus on supporting and engaging in the research of a professor or researcher and, therefore, are research-based.

Teaching Assistant (TA)

Teaching assistantships focus on assisting faculty with undergraduate classes. TAs may help develop experimental courses or syllabi, update labs/exercises, and/or develop podcasts/videos on various topics for courses. Occasionally, they may lecture an undergraduate class under the supervision of a faculty member.

PROCEDURE:

Approval:

Each fall semester, the Office of Student Employment receives approval from the President to invite departments to apply for a graduate assistant in their area. Please note that some graduate assistantships

need to be reserved for academic research or research assistants who work with Utica College professors or researchers.

The Office of Student Employment issues invitations to departments via UC email to apply for graduate assistantships. Included in the invitations are copies of this policy, departmental applications, job description templates, and a cover letter. A **deadline date of December 31st** for departments to respond will be included in the cover letter. Departments can indicate their preference for or ability to accept one of the options listed below.

When applications are returned, the Office of Student Employment forwards them to the Provost and Executive Vice President & Chief Advancement Officer for dissemination to the departments making the requests.

Option A –

Eligibility:

- Matriculated graduate student registered for 3-5 credit hours per semester and must maintain matriculation

Commitment:

10 hours per week

Compensation/Benefits:

- Tuition – 25% reduction of tuition (normal, full-time rate or credit hour rate)
- Pay Rate – minimum wage (not to exceed \$1500 per semester)
- Room and Board – N/A

Option B –

Eligibility:

- Matriculated graduate student registered for 6 credit hours per semester and must maintain matriculation

Commitment:

20 hours per week

Compensation/Benefits:

- Tuition – 50% reduction of normal, full-time tuition
- Pay Rate – minimum wage (not to exceed \$3000 per semester)
- Room and Board – N/A

NOTE: Graduate students who are on any form of Leave of Absence or who are enrolled in any form of Continuous Enrollment are not eligible for a graduate assistantship.

The Office of Student Employment receives all department applications requesting GA positions and gives them to the VP & CAO and the Provost for their review and approval; their approval includes which option (A or B) will be funded. Because these decisions are included in the budget process, the decisions should be made and submitted by January 15, 2018.

Once decisions have been made as to which requests will be granted, the Office of Student Employment will notify offices as to whether their requests have been approved. Offices whose requests have been approved will also receive information regarding next steps.

Hiring:

The Office of Student Employment will then invite qualified graduate students to apply online for available graduate assistantship positions.

Interested students apply online for positions. Supervisors communicate and conduct interviews with candidates, and accept or reject applications once a decision is made. Accepted students will be processed for employment by the Office of Student Employment using standard procedure. New graduate assistants are asked to visit the Office of Student Employment to complete employment paperwork if necessary. The Office of Student Employment will notify the Office of Human Resources so that the tuition remittance process can begin.

Resignation:

A GA may resign an appointment at the end of a semester by submitting a formal letter of resignation to the Dean of Graduate Studies at least three weeks prior to the end of the semester. Any financial or other benefit or obligation of the College contained in the original GA letter of appointment will cease concurrent with the effective date of the resignation. Should a GA resign or otherwise terminate a graduate assistantship prior to the end of a semester, the graduate assistantship will be deemed to have been forfeited and the student will be liable for all tuition, fees, and other financial responsibilities incurred for that semester as would any other student in similar circumstances without a graduate assistantship.

Outside Employment:

GAs are not permitted to hold full-time employment while holding a graduate assistantship. GAs may hold part-time employment provided they obtain prior permission, in writing, from their academic advisor, program director, and the Dean of Graduate Studies.

Performance:

Appointments as GAs may be terminated by the Dean of Graduate Studies for failure to maintain good academic standing, failure to maintain the eligibility requirements outlined in each option mentioned above, poor performance as defined by the program or office in which the GA works, failure to maintain professional behavior as defined by the program or office in which the GA works, or if the GA violated any of the contractual obligations.

RESPONSIBILITY:

It is the responsibility of the Office of Student Employment to coordinate the graduate assistantship processes outlined in this procedure.

It is the responsibility of the hiring office to work with the Office of Student Employment to request and advertise graduate assistantships. It is also the hiring office's responsibility to interview candidates, select the successful candidate, and oversee the graduate assistant's work, ensuring the minimum required work hours are scheduled.

It is the Dean of Graduate Studies' responsibility to accept graduate assistants' resignation and/or to terminate graduate assistants for poor performance. Any changes in job status must be reported to the Office of Student Employment.

RESOURCES/QUESTIONS:

Questions regarding this policy may be directed to the Office of Student Employment at (315) 792-3365 or the Office of Graduate Studies at ogs@utica.edu or (315) 792-3335.