

GRADUATE ASSISTANTSHIPS FREQUENTLY ASKED QUESTIONS

WHAT IS A GRADUATE ASSISTANTSHIP?

Graduate Assistantships are jobs that are available to students who have been officially accepted into a graduate degree program and are enrolled on a full-time basis.

WHAT ARE THE BENEFITS OF WORKING AS A GRADUATE ASSISTANT?

Graduate Assistants (GAs) receive a monthly stipend for working in their position on campus. For the first year, the stipend is \$700/month and for the second year, the stipend increases to \$750/month. Along with this stipend, GA's also receive tuition remission. Both 9-month and 12-month positions, will receive remission for the academic year and winter session. Twelve-month positions also provide remission for 1-2 summer classes (*total* across Maymester, Summer I and Summer II). With the exception of students awaiting bachelor's degree conferral in May, Graduate Assistants only receive tuition remission for a given semester if they begin working on or before the first day of classes in a given term.

HOW CAN I APPLY FOR A GRADUATE ASSISTANTSHIP?

In order to apply for an assistantship, you must complete a Graduate Assistant application on Providence College's Human Resources Career Site (<https://careers.providence.edu>). You will need to create a username and password in order to create your application and apply to open assistantships. You must attach a cover letter and resume and any additional documents the hiring department may require. Once you have applied, the hiring department will be in contact with you regarding the status of your application. You can apply to open positions without being accepted into your program; however, **you will not be hired unless you are accepted into a graduate program and your undergraduate degree is conferred.** Please check the site frequently as jobs are added periodically.

HOW WILL I KNOW IF I'VE BEEN HIRED?

Once the supervisor has made his or her hiring decision and the candidate has accepted the offer, the Office of Financial Aid will be notified. The Office of Financial Aid will then send out a conditional offer outlining other information you will need to begin your position. This includes coming to the Office of Financial Aid **before** your first day of employment in order to complete employment verification forms.

HOW MANY HOURS PER WEEK CAN I WORK?

If you are hired as a graduate assistant you must work 20 hours a week in your position. **You are not authorized to work more than 20 hours or hold another position on campus.** You must

work out a schedule with your hiring supervisor that works for you both as well as taking your class schedule into account.

WHAT ARE THE JOB DUTIES OF A GRADUATE ASSISTANT?

Job descriptions vary by departments. Sample duties include writing assigned news stories for college publications, assisting faculty with research projects, assisting faculty with computer issues, conducting library research, and helping to coordinate commencement activities.

HOW MANY CLASSES MUST I TAKE IN ORDER TO KEEP MY GRADUATE ASSISTANTSHIP?

The course load of a graduate assistant consists of a minimum of 3 courses and a maximum of 4 courses in each semester (fall and spring). Students may also take up to 2 winter session courses, if available. Students hired in a 12-month position are required to take at least 1 course but no more than 2 across the summer sessions (inclusive of Maymester). 9-month graduate assistants are not eligible for tuition remission for any summer courses or Maymester and must pay for courses taken in summer. Furthermore, students who enroll for more than the required course load are required to pay for the additional courses out of personal resources or financial aid.

AM I GUARANTEED TO RECEIVE A GRADUATE ASSISTANTSHIP AND KEEP IT FOR THE SECOND YEAR?

No. These assistantships are extremely competitive and limited. Students are encouraged to apply to the positions they are qualified for. Students are hired to an assistantship for one year. There is no guarantee that you can keep the same position for the second year but there is the possibility for renewal. Renewal is based on academic performance and performance in the position.

