What is a Graduate Assistantship (GA)?

A graduate assistantship is a work opportunity for a graduate student to gain experience that complements their academic study in exchange for a stipend and tuition remission.

An assistantship offer is for up to two year and is either 9 or 12-months in length. Students must work 20 hours per week with the exception of scheduled breaks and approved holidays. The biweekly stipend amount is $323.07 for the first year and $346.15 for the second year. Students get tuition remission for eligible courses taken during the academic year. Tuition remission for Maymester and summer courses is only available to those in 12-month positions who start their position prior to starting summer courses.

How to get a Graduate Assistant (GA) position?

After a student is admitted into a graduate program they may apply for a GA position through the PeopleAdmin system.

Applications submitted prior to March 1 get priority consideration for Graduate Assistantships.

There are a limited number of GA positions available to students who plan to pursue their graduate studies on a full-time basis (9+ credits per semester). There are approximately 100 GA positions on campus, however; only about 30 of them become available each year for new hires.

Click here form more information about applying to a graduate program:
https://academics.providence.edu/departments/graduate-applications/

How do I find a position?

Once admitted, you will be able to search and apply for a graduate assistantship at https://careers.providence.edu.

The GA process is competitive and a student can apply to more than one department. Keep in mind that your degree must relate to the duties and responsibilities associated with the GA position. Therefore, your application may not be considered for every position you applied.

In addition, please note that being offered admission to a Providence College graduate program does not guarantee that you will be hired into a graduate assistant position.

Hired as a GA?

When a supervisor hires you for the position, you will receive a letter from the Director of Graduate Assistantships. The letter will confirm the position, hiring supervisor, hourly commitment and stipend compensation.   The letter will also contain some brief policies and provide a web link where you can obtain/print the packet of paperwork required.

The Director of Graduate Assistantships will also provide GA's with information on how to obtain (or how they are notified about) things like Banner ID, CyberFriar UserID and PIN, email and Sakai login.

Graduate Assistantship positions (9 or 12 month) are for a maximum of two years in duration. Keep in mind that assistantships are not guaranteed to be renewed for a second year; continuation is determined by the departmental supervisor and academic program director at the end of the first year.

Note: A graduate assistant cannot be employed by the College in two positions at the same time.

When do I start and how many hours do I have to work?

Graduate Assistants must work for 20 hours per week and must adhere to the work/approved break schedule outlined in the graduate assistantship break schedule (see 'Breaks' in A-Z Topics, below).

Students in a 12-month graduate assistantship generally can start on the first work day following commencement (late May), while students in 9-month positions can begin their assistantship two weeks prior to the start of fall classes. Please note that if a student begins their GA position **after** the first day of classes in a given semester or summer session they are not eligible for tuition remission during that semester or session.

How many courses do I have to take as a GA?

In the fall and spring semesters, students must enroll and complete a full-time course load (9-12 credit hours). Students can only take fewer than 9 credits in the final semester of their program (see 'Final Semester' in A-Z Topics, below). Students offered a 12- month graduate assistantship must also take at least one, but no more than two, summer courses (see 'Tuition Remission' in A-Z Topics, below).

Paperwork

Getting all the paperwork completed so that you can start working may require you to work with a number of different offices across campus. Please give yourself 1-2 hours on campus to complete the initial paperwork/requirements noted below.

IMPORTANT: You may not begin working as a Graduate Assistant or start classes until your undergraduate degree has been conferred **and** you submit all of your paperwork to the appropriate offices (see below). Also, since many Colleges do not confer their undergraduate degrees until well into the summer GA's in a 12-month position may not be able to start classes until the second summer session.

FIRST STOP : HARKINS HALL FOURTH FLOOR			
Needed Document	**Return To**	**Location**	**Please Note**
• I-9 • 2017 W4 Federal • 2017 W4 Rhode Island • Personal Information Form • Questionnaire for Non-Resident & Resident Aliens (PC Card Cardholder Agreement)	Office of Financial Aid	Harkins 403	• The I-9 Form requires you to present original documents to confirm identity & right to work within the U.S. – **copies are not acceptable**. • A Rhode Island W4 is required even if you are not a permanent resident of the state. • Questionnaire is for International Studies only • You should make sure that the OFA signs the PC Card Agreement when you turn these documents into the office.
PC Card Cardholder Agreement	PC Card Office	Harkins 401	• Say cheese! Time to take your student ID picture. • *Make sure OFA signs the 'verified by' line before you head over.

SECOND STOP : HARKINS HALL SECOND FLOOR			
Needed Document	**Return To**	**Location**	**Please Note**
Confidentiality Agreement Bar of Claims Form Information Technology Resource Usage Agreement	Director of Graduate Assistantships	Harkins 109	• Documents become part of your permanent student file

THIRD STEP : ONLINE WORK			
Needed Document	**Return To**	**Location**	**Please Note**
GLBA Training Videos	http://bit.ly/2fSpQrv	N/A	• The training videos take about 40 minutes to complete. You must watch all videos prior to starting work. • Office of Financial Aid will receive notification from Information Technology of successful completion.
Direct Deposit Form	cyberfriar.providence.edu	N/A	• You can sign up for direct deposit when the 'Employee' tab in CyberFriar is visible. This happens once your I-9 & W4's are processed. • Must have your User ID (aka Banner ID) and PIN to log into CyberFriar (your student portal).
Information Technology Acceptable Use Policy	Read, print & keep for your records	N/A	

A-Z Topics & Policies!

As you start your degree, program and assistantship there are a number of policies you should know.

Academic Progress	GA's must maintain good academic standing (>3.0 GPA). A GA will be placed on academic probation the first time their GPA is < 3.0 and terminated if their GPA is <3.0 two semesters in a row. The Director of Graduate Assistantships will notify students of their standing. If a GA drops below full-time status in a given semester they will be notified and required to meet with the Director of Graduate Assistantships to discuss their academic plans.

	If a student has accepted any federally based financial aid and falls below the required 3.0 GPA, the Office of Financial Aid could place you on probation or terminate your federal funding.
Admission	Students must be admitted into a graduate program and have been awarded the opportunity to apply for a graduate assistantship **before** a hiring supervisor can consider your GA application.
Bachelor Degree	You may not begin working as a Graduate Assistant or start classes until your undergraduate degree has been conferred **and** you do all of your paperwork (see 'Paperwork' above). Also, since many College's do not confer their undergraduate degrees well into the summer GA's in a 12-month position may not be able to start courses until the second summer session.
Banner	Banner is the campus-wide integrated software. Depending on the position, a GA may or may not be granted access to this system. If access to forms/screens is required, your supervisor will need to reach out to the form owner and request permission. The form owner will work with IT to grant the GA access.
Banner ID	This is your student identification number and you will need it for everything! The Director of Graduate Assistantships will send out information on how students obtain their Banner ID.
Benefits	Benefits associated with the GA positon (i.e. tuition remission, stipend) begin no sooner than the position start date and end when you leave your program of study, complete your degree requirements or your two year GA term expires.

If you terminate your assistantship (either by resigning or withdrawing as a full time student in the fall/spring semesters) before the final date of the semester, tuition remission will be prorated.

You may be responsible for any charges not covered by prorated remission. |
| **Book Advance** | If you have a pending credit* on your student account, you can access your budgeted allowance for books by completing Book Advance Request Form with the Office of Financial Aid.

*A pending credit is when your total financial aid exceeds your Providence College charges. |
| **Bookstore** | Graduate Assistants are not eligible for any discounts in the PC bookstore. |
| **Breaks** | A 30 minute unpaid break is required when working a shift greater than 6 hours. |
| **CashNet System** | This is the Bursar's Office electronic billing system. Generally, GA's are never sent a bill since tuition charges are usually covered by the tuition remission benefit.

You can access this system by logging into your CyberFriar Account, clicking 'Student Services' then 'Bursar's Office-NEW!'.

You may also request an account summary in person at Harkins 400, the Bursar's Office. |
| **Concannon Fitness Center** | Full-time graduate students are able to access the PC fitness center.

To view rates & sign up go to: http://www.providence.edu/recreation/membership/Pages/fee-structure.aspx |
| **CyberFriar** | This is an online student portal that provides access to your registration, aid & bills. |

	Your User ID (aka Banner ID) and initial PIN information are generated once your enrollment deposit has been received. This information is sent to you shortly after your program admission is finalized. The Office of Enrollment Services (Harkins 310, ext. 2366) troubleshoots PIN and other CyberFriar related issues.
Degree Completion	Students cannot continue in a GA position once all course requirements have been met.
Dining Facilities	Graduate students are welcome to enjoy Alumni Hall Food Court & Dunkin Donuts (Slavin Center), Ruane Café/Starbucks (located in Ruane) and Eaton Street Café/Sandella's (Ryan Center). Graduate Students are not eligible for any discounts in these establishments and may not eat in Raymond Hall, the undergraduate cafeteria.
Direct Deposit	Stipends are eligible for direct deposit. This can be activated under the 'Employee' Tab in CyberFriar (tab becomes visible after I-9 & W4's are processed). You will need your User ID (aka Banner ID) and PIN to log into CyberFriar. It could take up to two pay periods for the deposit to properly activate. Until then, checks are paper and available for pick up in the Payroll Office (Harkins 411) on a bi-weekly basis. Contact the Payroll Office (Harkins 411) for the payroll schedule.
Diploma Hold	GA's who are considered diploma holds at the end of their academic program may not continue in their GA position after graduation and are not eligible for tuition remission for the additional courses needed to graduate.
Email Account	GA's are issued two PC email accounts; one for personal (jdoe@friars.providence.edu) use and one for use in their GA position (jdoe.ga@providence.edu). Students typically receive their personal email before their GA email. The Office of Information Technology will send this information to you via inter-office mail (in the department you are working for) after the Office of Financial Aid has completed processing your I-9 & W4's. This could take a few business days to complete.
Final Semester	In a student's final semester as a graduate assistant they are not required to take 3 classes if they have fewer than 3 required courses left. Students can take as little as one class if that is all they have left to complete their program. Relatedly, free elective courses are not covered by the tuition remission package. So, if required to take an elective as part of your program, that course will be covered, but students who opt to take a course that does not fulfill a requirement in the program will have to cover tuition on their own. The Director of Graduate Assistantships will monitor this. Keep in mind that in order to remain eligible for Direct Loans you must be greater than half-time (4.5 credits) in your degree program. Also keep in mind if you are on the College's health insurance plan you need to be considered full-time (minimum of 9 credits).
Fringe Benefits	There are no fringe benefits available.

Health Insurance	Providence College offers a Student Health Insurance Plan underwritten by Consolidated Health Plans for Graduate Students who are considered full-time (i.e. 9 credits). The plan runs from 9/1 through 8/31. The rate is set on an annual basis. Payment to the College must be made through the CashNet system (start in your CyberFriar Account, click 'Student Services' then 'Bursar's Office-NEW!') before enrollment can take place. If you would like to sign up for the College's Health Insurance please contact the Bursar's Office at bursar@providence.edu or x2284. More information go to: www.universityhealthplans.com/Providence.
Holiday Schedule	To see the College's approved holiday schedule visit http://www.providence.edu/human-resources/benefits/Pages/holiday-schedule.aspx . Graduate Assistants generally follow the same holiday schedule as PC staff: Labor Day, Columbus Day, Wed/Thurs/Fri of Thanksgiving week, MLK Day, President's Day, Memorial Day, July 4, and Victory Day are all days off. Additionally, Graduate Assistants have a winter break beginning at the end of finals, with a return to work on January 2. Finally, Graduate Assistants are off work on Good Friday and Easter Monday. Please note that Graduate Assistants are not required to make up hours that they do not work due to a holiday or weather cancellation.
Hours	GA's are expected to work 20 hours per week in their position and must track their hours. Students are not permitted to work more than 20 hours and cannot hold another PC-paid position on campus while working as a GA.
I-9	This form goes to the Office of Financial Aid. Please read the acceptable documentation needed and **bring original documents** when submitted. **Copies are not acceptable**. All offers of employment are contingent upon compliance with the 1986 Immigration Reform and Control Act. You cannot begin working in your new position until you complete the I-9 Form verifying your identify and your right to work in the United States.
Immunization Record	All graduate students must complete and return to the Student Health Center, Bedford Hall a copy of their immunization record.
Job descriptions	Each GA position has a job description available and it may be requested at any time from your supervisor.
Network Credentials	The Office of Information Technology generates your network credentials (computer login).
Parking Permits	All Graduate Assistants are eligible to park on campus at no cost, but only after applying for and receiving a parking sticker. Parking stickers are valid for the academic school year and allow a student to park on campus, but do not guarantee a parking space in one of the designated areas. Stickers are mailed to the home address specified on the application. Apply online here: https://armsweb.providence.edu/parking/Login.aspx Campus map here: http://map.providence.edu/map/?id=266#!ct/10975,18628

Paychecks	All checks will be paper and available for pick up in the Payroll Office (Harkins 411 ext. 2285) unless Direct Deposit has successfully been set-up in your CyberFriar Account. You may set up the Direct Deposit as soon as you the 'Employee' tab in visible in your account. Please keep in mind that your first check will be prorated if you start date is anything other than the first day of the pay period.
Payroll Schedule	Students are paid on a bi-weekly basis. Therefore, each check will reflect 40 hours worked. Pay periods start on a Wednesday and last 14 days (end on a Tuesday). Your paycheck will be available (paper or direct deposit) the following Thursday (9 days after the pay period ends). Your paycheck covers up to 23 days in arrears. Please contact the Payroll Office (Harkins 411) for the payroll schedule. Example: **January** | S	M	T	W	Th	F	S
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1	2	3	④	5	6	7
8	9	10	11	12	13	14
15	16	[17]	18	19	20	21
22	23	24	25	△26	27	28
29	30	31					 ◯ Pay Period Begins ☐ Pay Period Ends △ Pay Check Available
PC ID Card	Once you obtain your PC ID Card you can use it to borrow library books from any college library in RI. You can also add money to it and use it at any of the copy machines on campus, to buy food on campus, and for other purchases (for more uses go to: https://services.jsatech.com/locations.php?cid=143&expand=1&. Finally, with your PC ID Card you can ride any RIPTA bus for free.
Position Length	GA positions are either 9-month (academic year) or 12-month (calendar year).
Position Renewal	Two-year GA appointments are reviewed at the end of year 1. Renewal for a second year will be based on a combination of academic and job performance as determined by your academic program director and GA position supervisor.
Refunds	If loans have been awarded and accepted creating a credit on your student account, you can request a refund by emailing the Bursar's Office at refunds@providence.edu. Make sure your email includes your name, Banner ID, amount requested, and where to send check (if not to be picked up in Harkins Hall).
Registration	You may not start for any courses until you bachelor's degree has been conferred and all paperwork (see 'Paperwork' above) has been submitted/processed by the respective offices. Registration will take place through your CyberFriar Account, however, the very first time you register it must be done in person at Enrollment Services (Harkins 310, ext. 2366)

	How to register: http://www.providence.edu/enrollment-services/registration/graduate-registration
Sakai	This is an online tool used to access your courses in order to manage course syllabi, assignments, and to host online discussions. You can access this system by using the same credentials (username & password) as your student email account. Log in here: https://sakai.providence.edu/
Start Date	9 month position: Can begin two weeks prior to the start of fall classes. 12 month position: Begins no sooner than the first working day after the College's May graduation. Start dates can be later when arranged with supervisors but please keep in mind that if you start later than the first day of a semester, **you will not be eligible for tuition benefits until the next semester.**
School Work/Balance	Graduate Students are considered students first and employees second. Therefore a Graduate Student's coursework should take priority over GA position responsibilities. Students should not miss class in order to fulfill a work responsibility and supervisors should not request that you miss class for work.
Stipend	The biweekly stipend amount is $323.07 for the first year and $346.15 the second year. Stipends are paid bi-weekly and begin no sooner than the position start date and end when you leave you program of study or complete your degree requirements.
Tuition Remission	All courses eligible for tuition remission must be required as part of your degree program. Classes not required for degree completion (pass/fail, audit, or non-required SCE classes) are not eligible for tuition remission.

Tuition Remission table:

9 Month Position	Year one	Year two
Summer*	none	none
Fall	min of 3, max of 4	min of 3, max of 4
Winter	max of 2 courses	max of 2 course
Spring	min of 3, max of 4	min of 3, max of 4

*Summer includes maymester, summer I and summer II sessions

12 month Position	Year one	Year two
Summer*	min of 1, max of two	min of 1, max of two
Fall	min of 3, max of 4	min of 3, max of 4
Winter	max of 2 courses	max of 2 courses
Spring	min of 3, max of 4	min of 3, max of 4

Tuition remission begins no sooner than the position start date or the first day of the semester whichever is first and ends when you leave you program of study or complete your degree requirements.

For 9 month GA's, the cost of up to 4 classes is covered in the fall and spring semesters, as is the cost of up to 2 wintersession classes. No tuition remission is provided for Maymester or Summer classes.

For 12 month GA's the cost of up to 4 classes in the fall and spring semesters, up to 2 wintersession classes, and up to 2 Maymester/summer classes is covered.

Students will need to pay out of pocket for any classes taken that are outside of the above parameters.

	Also, GA tuition remission does not cover any classes that a student may need to take to complete degree requirements after the two-year GA eligibility concludes. For example, for a student completing a 9 or 12-month GA position in May, but will need to take a few more classes to complete degree requirements in the summer, those classes will not be covered by tuition remission.
Two Positions	A graduate assistant cannot be employed by the College in two positions at the same time.
W4's	You must complete a Federal W4 and a State of Rhode Island W4 and return them to the Office of Financial Aid (Harkins 403) as part of the first step in your paperwork process. A Rhode Island W4 must be completed even if you are not a permanent resident of the state. Claiming a higher number of exemptions means fewer taxes will be taken out of your paycheck. Please consult with a licensed tax preparer if you are concerned about your end of year tax liability to the Internal Revenue Service (IRS).
Withdrawing from GA position	If you stop working in your GA role prior (but stay in your degree program) to the add/drop period in a given semester, the tuition remission amount could be prorated and any payment for the portion of tuition no longer being covered is due to the Bursar's Office immediately. Questions about tuition remission proration should be directed to the Bursar's Office (Harkins 400).
Withdrawing from the College	If you stop working in your GA role and withdraw (or take a leave of absence) from your degree program you may be responsible for a portion of the tuition charges. Bursar Policy: If you leave the College after your courses have meet 3 or more times, you are 100% responsible for the tuition charges. Director of Graduate Assistantships Policy: If you leave the College at any time during the semester, your tuition remission benefit may be prorated to reflect the percentage of time worked in the semester. Financial Aid: If you leave the College before the 60% point in the semester, your financial aid will be prorated to reflect the amount of time you completed. **Due to the three offices varying policy, it may be possible that you owe money to the College.**

Need Help?

Questions related to policy, including Tuition Remission, should be directed to Todd Hopkins at thopkin2@providence.edu or x2247.

Questions related to the processing of hiring paperwork (i.e. I-9 & W4's) should be directed to the Office of Financial Aid at finaid@providence.edu or x2286.

Questions related to a paycheck & W4's should be directed to the Payroll Department at x2285.

Questions related to pro-rated Tuition Remission should be directed to the Bursar's Office at x2284

All other questions should be directed to the hiring supervisor.