

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 do I get GA for my department?

If you are interested in creating a GA position in your department, you or your Department Chair/Director/Supervisor must submit a proposal as part of your department's annual budget request. Budget proposals are typically due in the early part of the year for the next fiscal year and will be reviewed by your divisional Vice President. Keep in mind that department budgets may not be released until after the fiscal year is well underway.

If you receive confirmation that your GA proposal has been approved after the start of the fall semester, you may advertise your position for a January start (for the current year) or wait to hire for the next academic year.

How is a student awarded a GA opportunity?

After a student is admitted into a graduate program, they are eligible to apply for a graduate assistant position. Once eligible, students will apply for a GA position through the PeopleAdmin system.

The GA process is competitive and a student may have applied to more than one department. A student's degree must relate to the duties and responsibilities associated with the GA position. Therefore, as a supervisor, you may not be able to consider every student your applicant pool. Supervisors may not make offers of GA positions to students who have not yet applied to or been accepted into graduate programs.

How many GA positions are available?

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 about 100 GA positions on campus, however; only about 30 of them become available each year for new hires.

The Director of Graduate Assistantships will survey departments and/or students on an annual basis about their GA positions. This information will be used to determine how many positions may be available to offer new GA's upon acceptance into a program in the following year. The number of offers to new graduate students will match the number of available positions in any given year.

Do I have a 9-month or 12-month position?

Your department decides on whether a position is a 9 or 12-month assistantship. This is based on your departmental funding that you have available to support a GA. This information is available on Cyberfrier detailed on your office budget. If you do not have access to your budget information, you should work with your department Chair/Director to obtain that information.

How do I post/advertise for a GA?

If you need to know how to create a posting, review/manage applications and hire a student, you can visit the [PeopleAdmin Instructions](#) section within the [Office of Financial Aid](#) website. These instructions will give you step-by-step guidance on how to navigate the PeopleAdmin System.

When can I review GA applications?

You can review your applications at any time after the position has been posted on PeopleAdmin.

Please note, at this time anyone can gain access to the PeopleAdmin system and apply for open assistantships. However, you may only consider graduate students who have been admitted into a program. Before interviewing an applicant supervisors should check with the Director of Graduate Assistantships to make sure the applicant is eligible.

I have hired a GA, now what?

If a student has accepted your GA offer, you must first complete a Graduate Assistant Notification Form. This form can be found here: <http://www.providence.edu/financial-aid/student-employment/Pages/graduate-assistantships.aspx>

A welcome letter will be generated and sent out by the Director of Graduate Assistantships that confirms the position, hiring supervisor, hourly commitment and stipend compensation. The letter will also contain some brief policies and provide a web link where the student can obtain/print the packet of paperwork required.

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.

Keep in mind that assistantships are not automatically renewed for a second year. If you have any performance concerns or the student is not meeting academic progress, you should communicate your concerns to the Director of Graduate Assistantships. The decision to rehire for a second year is jointly made by the supervisor and the academic program director

Paperwork!

The graduate assistantship process involves many different offices across campus and requires the student to take several steps before they can start working for you.

When Can my GA Start?

Many graduate programs have fixed application deadlines, usually in February, March, or June. Once those deadlines pass, applicants may have to wait until the next application cycle before they can be considered. It can take up to 6 weeks for an academic department to review applicants, make admissions decisions, make offers of admission, and receive confirmation of attendance from accepted applicants. The length of the hiring process varies by department, supervisor, and GA position. Once a student is hired, they cannot begin working until their undergraduate degree is conferred and all their paperwork is formally processed, which can take an additional several weeks. Supervisors, therefore, need to plan ahead in their hiring.

How Many Hours Can My GA Work Per Week?

Graduate Assistants are only allowed, by federal regulation, to work 20 hours per week. By federal definition, 20 hours per week means that each month the GA averages 20 hours per week (so they can be over or under a few hours each week as long as their monthly average is 20). Supervisors should not be putting GA's in a position of being in violation of federal regulations.

A-Z Topics & Policies!

As you hire a GA within your department there are a number of supervisor-related policies you should know.

Banner ID	The Director of Graduate Assistantships will send out information to GA's on how to obtain their Banner ID.
Banner Access	<p>If access to forms/screens is required, you will need to reach out to the form owner and request permission.</p> <p>The form owner will work with IT to grant access and follow up when the request has been approved.</p>
CyberFriar	<p>The Director of Graduate Assistantships will send out information to GA's on how to obtain their User ID and initial PIN.</p> <p>The Office of Enrollment Services (Harkins 310, ext. 2366) troubleshoots PIN and other CyberFriar related issues.</p>
End Dates	<p>The last day a <u>9-month GA</u> can work in your department (in their first or second year) is the last working day before graduation.</p> <p>Students in the second year of a <u>12-month GA</u> will automatically have a termination date of the last working day before graduation.</p>
Final Semester of a Graduate Program	<p>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.</p> <p>Relatedly, free elective courses are not covered by the tuition remission package. So, if required to take an elective as part of their 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.</p> <p>Keep in mind that in order to remain eligible for Direct Loans students must be greater than half-time (4.5 credits) in their degree program or they lose eligibility.</p> <p>Also keep in mind that if your student is on the College's health insurance plan they need to be considered full-time or they lose coverage.</p>
Full time status	<p>A graduate assistant must be full-time (i.e. 9+ credits) each semester. The only exception is in the final semester (see above).</p> <p>If a student drops below 9 credits they must end their assistantship immediately. It is also a possibility that tuition remission could be prorated or rescinded entirely.</p> <p>The Director of Graduate Assistantships will monitor enrollment for all GA's.</p>
Graduate Assistant Notification Form	<p>This is the most important form you will work with as a supervisor!</p> <p>This form gives you the opportunity to communicate to the Director of Graduate Assistantships things like start/hire date, end date and stipend increases.</p> <p>Supervisors must complete the Graduate Notification Form if the end date for any assistantship occurs prior to graduation or if a student will be completing their assistantship prior to the established end dates (see above).</p>

Hiatus	A 9-month position will be automatically placed on hiatus (the last working day before graduation) after their first year to stop the stipend from paying out over the summer.
Holiday Schedule	<p>To see the College's approved holiday schedule visit http://www.providence.edu/human-resources/benefits/Pages/holiday-schedule.aspx</p> <p>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.</p> <p>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.</p> <p>Please note that Graduate Assistants are <u>not</u> required to make up hours that they do not work due to a holiday or weather cancellation.</p>
Job descriptions	GA may request their job description from you at any time. This is available in the PeopleAdmin System. The Director of Graduate Assistantships will periodically request job description updates from supervisors.
Payment of Stipend	<p>GA's are paid on a bi-weekly basis. Therefore, each check will reflect 40 hours worked.</p> <p>Contact the Payroll Office for the payroll schedule.</p> <p>A student's first check will be prorated if their start date is anything other than the first day of the pay period.</p>
PeopleAdmin	PeopleAdmin is the vendor the College works with to facilitate all hiring. User name, password and access to this system are granted by the Office of Financial Aid.
Start Dates	<p>A 9-month position may start two weeks before the start of fall classes and a 12-month position may begin no sooner than the first work day after the College's May graduation.</p> <p>Start dates can be later when arranged with supervisors, but please keep in mind that if a GA starts later than the first day of a semester, they will not be eligible for tuition benefits until the next semester.</p> <p>Also keep in mind that a GA may not begin work or start classes until their undergraduate degree has been conferred and they complete all their paperwork (See 'When Can My GA Start' above).</p> <p>Finally, 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, since they cannot start working until their undergraduate degree has been conferred.</p>
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 they miss class for work.
Stipend Increase	<p>The biweekly stipend amount will increase from \$323.07 for the first year to \$346.15 for the second year based upon the hire date.</p> <p>Students who are in a <u>9-month position</u> get their increase on the first day of work in their second year.</p>

	Students who are in a <u>12-month position</u> will have their stipend automatically increased on the first working day following graduation.																																						
Switching Positions	If you have hired a new GA and they were a GA for a different department the previous year, you must complete a Graduate Assistantship Notification Form and return it to the Director of Graduate Assistantships so the student can be properly entered into their new position.																																						
Tuition Remission	<p>All courses eligible for tuition remission must be required as part of a student’s degree program. Classes not required for degree completion (pass/fail, audit, or non-required SCE classes) are not eligible for tuition remission.</p> <table border="1" data-bbox="370 506 1458 674"> <thead> <tr> <th rowspan="2"></th> <th colspan="2">9 Month Position</th> <th rowspan="2"></th> <th colspan="2">12 month Position</th> </tr> <tr> <th>Year one</th> <th>Year two</th> <th>Year one</th> <th>Year two</th> </tr> </thead> <tbody> <tr> <td>Summer*</td> <td>none</td> <td>none</td> <td></td> <td>Summer*</td> <td>min of 1, max of two</td> <td>min of 1, max of two</td> </tr> <tr> <td>Fall</td> <td>min of 3, max of 4</td> <td>min of 3, max of 4</td> <td></td> <td>Fall</td> <td>min of 3, max of 4</td> <td>min of 3, max of 4</td> </tr> <tr> <td>Winter</td> <td>max of 2 courses</td> <td>max of 2 course</td> <td></td> <td>Winter</td> <td>max of 2 courses</td> <td>max of 2 courses</td> </tr> <tr> <td>Spring</td> <td>min of 3, max of 4</td> <td>min of 3, max of 4</td> <td></td> <td>Spring</td> <td>min of 3, max of 4</td> <td>min of 3, max of 4</td> </tr> </tbody> </table> <p>*Summer includes maymester, summer I and summer II sessions</p> <p>Tuition remission begins no sooner than the position start date or the first day of the semester whichever is first and ends when the student leaves their program of study or completes their degree requirements.</p> <p>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.</p> <p>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.</p> <p>Students will need to pay out of pocket for any classes taken that are outside of the above parameters.</p> <p>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 in May, but needing to take a few more classes to complete degree requirements in the summer, those classes will not be covered by tuition remission.</p>		9 Month Position			12 month Position		Year one	Year two	Year one	Year two	Summer*	none	none		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		Fall	min of 3, max of 4	min of 3, max of 4	Winter	max of 2 courses	max of 2 course		Winter	max of 2 courses	max of 2 courses	Spring	min of 3, max of 4	min of 3, max of 4		Spring	min of 3, max of 4	min of 3, max of 4
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Need Help?

Question related to policy, including Tuition Remission, should be directed to Brian McCadden at bmccadde@providence.edu or Todd Hopkins at thopkin2@providence.edu (both at 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 direct to the Payroll Department at x2285.