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2024-2025 GRADUATE ASSISTANT HIRING NOTIFICATION

General Information

An offer of a Graduate Assistantship is for one year, renewable for a second year based on performance. Assistantships are either 9 or 12-months in length. Students must work 20 hours per week with the exception of scheduled breaks and approved holidays. The stipend is \$6300 (9 month) or \$8400 (12 month) for the first year and \$6750 (9 month) or \$9000 (12 month) for the second year, paid on a bi-weekly basis. 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.

Once a student is hired, they cannot begin working until their undergraduate degree is conferred and all their paperwork is formally processed. Please understand, this can take several weeks to finalize. Supervisors, therefore, need to plan ahead in their hiring. Students can, however, begin taking classes while awaiting degree conferral if they can demonstrate that they have met all degree requirements.

It is a supervisor's responsibility to notify the Graduate Admission Office, using the Graduate Assistantship Change of Status Form, if a student ends their employment prior to the end date of the assistantship or changes from a 9 month to 12 month position. A supervisor may hire a replacement for a graduate assistant who ends their employment early, but the replacement's year one eligibility ends on the normal May cycle (the GA end-of-year is always on Graduate Commencement day).

9 Month Graduate Assistantships-Dates for a 9-month graduate assistantship will be from **August 26, 2024-May 16, 2025**. Students will be automatically placed on hiatus effective May 16, 2025 unless supervisors communicate an earlier hiatus date. There are no extensions past May 16, 2025. Students in the second year of their assistantship will be terminated effective with their degree completion date or earlier if the student leaves their assistantship or separates from the college.

12 Month Graduate Assistantships-Dates for a 12 month graduate assistantship will be from **May 28, 2024-May 16, 2025**. Students may begin their assistantship after May 28, 2024 but will be renewed for the second year of their assistantship effective May 19, 2025 regardless of their start date. Students in the second year of their assistantship will be terminated effective with their degree completion date or earlier if the student leaves their assistantship or separates from the college.

Graduate Assistant information

Name	Banner ID
Position Title	Posting Number
Should the posting be closed?	If no, how many more students are you hiring?
Student's program of study	Start date
Number of months (9 or 12)	Department/Org#

Supervisor Information

Supervisor Name: _____ Phone Extension: _____

Email: _____ Department Chair/Director _____

Authorizations

If adjustments are made between supervisor and graduate assistant **after** the submission of this form, it is the supervisor's responsibility to notify the Graduate Admission Office immediately in order for the changes to be processed and submit a Change of Status form to the Graduate Studies Office.

Supervisor Signature: _____