



# Guide for Hiring Graduate Assistants

## GRADUATE ASSISTANTS

### Procedures and Criteria for Appointing Graduate Assistants:

The purpose of the Graduate Assistantship is to allow well-qualified graduate students to participate in institutional activities academically relevant to the student's program of study.

### Important Policies

- Graduate Assistantships will only be awarded to matriculated graduate students.
- Graduate students awarded full assistantships shall pay full-time tuition; graduate students awarded half assistantships and enrolled for nine (9) credit hours or more shall pay full-time tuition. Those enrolled for less than nine (9) credit hours shall pay appropriate registration and course fees for part-time students.
- The State University Fee, University General Fee (except for the portion attributable to student accident insurance), and the Student Activity Fee shall be waived for all Graduate Assistants.
- The maximum stipend for full graduate assistantships shall be \$6,000 per semester and \$3,000 per for half graduate assistantships.
  - As Graduate Assistants are paid via stipend, they are not required to submit timesheets through Core-CT. **Supervisor's should be keeping track of the student's hours worked.**
- Part-time Graduate Assistants are expected to complete 10 hours per week or 150 hours per semester.
- Full-time Graduate Assistants are expected to complete 20 hours per week or 300 hours per semester.
- Assignments begin the first week of each semester and continue through the semester's end.
- Supervisors are required to notify Human Resources and Graduate Studies if a student is unable to complete their required hours.
  - If a Graduate Assistant should stop working at any time during their appointment, supervisor's must inform Human Resources immediately and provide the *last day worked* and the *total number of hours* the student has completed for accurate payroll processing.
- Graduate Assistants may not be employed by any other state agency or within any other employment category within the university. Graduate Assistants are not eligible for dual employment.
- There are no fringe benefits (medical/dental, accrued leave time, retirement, etc.) associated with Graduate Assistant positions.
- Full- and part-time Graduate Assistants should not be engaged in significant employment outside of the university or hold full-time employment elsewhere or be engaged in a full time (20 or more hours) internship.
- Graduate Assistants are expected to make a full-time commitment to graduate study.
- All Graduate Assistants are appointed for one semester and are terminated at the end of each semester. Appointments can be renewed but the hiring process must be followed for re-appointment.

### Criteria

A graduate student must meet the following criteria to be appointed as a Graduate Assistant (GA):

- Matriculated in a Graduate program.

## Guide for Hiring Graduate Assistants

- Maintain a 3.0 GPA or higher.
- Be registered in the current semester (At least 9 credits full-time; at least 3 credits part-time).
- Graduate Assistants may not be employed by any other state agency or within any other employment category within the university. Graduate Assistants are not eligible for dual employment.

### Advertising for a Graduate Assistant Position:

- Graduate Assistant positions are listed on Handshake, an online database that connects students and alumni to thousands of employers. Central Connecticut State University is listed as an employer. The Career Development Office can post the position on Handshake once you provide a short description of the position and anticipated schedule of hours.

### Hiring Process

- The hiring office interviews the student and extends the recommendation to hire.
- The hiring office notifies Graduate Studies, who confirms that the student meets required criteria.
- If criteria are met, the supervisor works with Graduate Studies to complete the Graduate Assistantship Appointment form.
- Graduate Studies sends the approved Graduate Assistantship Appointment form and offer letter to Human Resources.
- Human Resources will contact the student to complete in-person onboarding and to complete background screening (as applicable).
- **No Graduate Assistant may begin working until they have completed the onboarding process with Human Resources.**

### Renewal

- All Graduate Assistants may be renewed each Fall and Spring semester. The supervisor must contact Graduate Studies to complete the Graduate Assistantship Appointment form each semester to renew a Graduate Assistant appointment.