## Introduction

The Georgian Court University graduate assistantship program provides graduate students with the financial resources necessary to pursue their degrees. This financial support—stipend, tuition remission, and benefits—is part of the University's commitment to the success of our graduate students.

Graduate Assistants are, first and foremost, graduate students pursuing an education. The opportunity to work closely with faculty members and undergraduate students in living learning communities, research, or administrative environments is an integral part of that education. Georgian Court University is committed to ensuring that graduate assistant assignments are productive, enhances student learning, meet funding support and workload goals, and are consistent with the educational objectives of the student and his or her program.

Graduate students who hold assistantships benefit educationally and professionally. They develop professional expertise; enhance research skills and acquire experience in leadership, interpersonal effectiveness, administrative experience; and benefit from collegial collaborations with faculty mentors and administrators. Skills learned in assistantships prepare students not only for the educational setting, but the workforce.

## Application Process & Eligibility

To apply for a Graduate Assistantship you must be a graduate student or a prospective matriculating graduate student, unless approval has been granted for prerequisites from the dean of the school. Matriculated graduate students who have been accepted in a degree or certificate program are eligible to participate in the Graduate Assistantship Program. Special consideration may also be given to students who require a semester of pre-requisites for their approved program. A letter of acceptance and recommendation must be received from the dean of the specified school. A prospective student may apply for a graduate assistantship at the same time when applying for admission. However, the applicant cannot be employed as a graduate assistant before being accepted as a matriculated graduate student. If prerequisites are required for the program they must be approved by the dean of the school prior to be being granted an assistantship.

Click on the **GA Jobs Database** to see a list of all of the posted graduate assistantships open for the coming year. Note that this list is constantly changing, as new graduate assistantships become available and as open positions are filled. Each position is accompanied by a description of required skills, as well as a note telling whether priority for that position is given to students enrolled in particular departments. If you see a position which matches your qualifications, apply directly by following the directions and attaching your resume and pasting your personal statement in the comment section. Although there is no application deadline, graduate assistantships are filled on a "first-come, first-served" basis by applicants whose skills most closely match the needs of the Georgian Court University office or department requiring assistance. We recommend submitting application by May 1st of each AY. You may download an

application from the Student Live and Office of Financial Aid section of the Georgian Court University Web site at www.georgian.edu.

Supervisors hiring for a particular position will contact you if you meet the required qualifications. We recommend that you check the Jobs Database frequently and apply for those positions for which you are competitively qualified. Most positions will be filled through this process.

**Types of Graduate Assistantships**
The term "**Graduate Assistant**" or "GA" is an umbrella term for four different categories of responsibilities performed by full-time graduate students who have been awarded an assistantship. The categories of graduate assistantships and the differences among them are as follows:

**Teaching Assistants** (TAs) have responsibility for instruction, laboratory supervision, lab preparation, and tutoring, grading and other similar instructional activities.

**Faculty Research Assistants** have responsibility for assisting faculty, departmental, school or University research endeavors.

**Graduate Assistants (ADMINISTRATIVE)** have responsibility for a broad range of carefully defined professional support functions. Financial Literacy graduate assistants work under the supervision of the Assistant Dean for Student Success and collaborate with the Office of Financial Aid to provide financial aid assistance and financial literacy programs for undergraduate students. Other duties may include researching topical subjects, preparing statistical reports, and other unique duties as assigned by their supervisors.

**Graduate Assistants (RESIDENTIAL)** Graduate assistants who live in residence and provide leadership to the four living learning communities. Additionally, these Graduate Assistants assist with the administrative support functions for the Office of Residential Life. They receive accommodations in a single room in residence with a full meal plan.

**Assignments and Supervision**
Departments employing graduate assistants conduct the regular supervision and evaluation of the graduate assistant's performance. Departments must provide to both the graduate assistant and the Office of Student Life a written description of the duties the graduate assistant is expected to perform at the time the position is offered. Generally the duties performed by the graduate assistant are to be congruent both with educational level of the student and the category of assistantship.

**Appointment Period and Scheduled Hours**
Since the duties, responsibilities, working conditions and stipends vary by type of assistantship, comparisons may lead to false conclusions. The Office of Student Life monitors compensation to help ensure it is reasonable and equitable across the

University. Graduate assistants are generally appointed yearly for either a ten or twelve month period, except for Residential graduate assistants who are expected to work a full calendar year.

Appointments generally begin at the discretion of the department. Normally, students pursuing a master's level degree hold an assistantship for two years; Departments consider performance before a graduate assistant is reappointed. Due notice to the graduate assistant is required if the student's assistantship will not be renewed. Graduate assistants, typically, are expected to be available for assignments 20 hours per week throughout their appointment period. **Please note: work schedules vary by type of assistantship.**

**Teaching Assistants** follow the Academic Calendar, and perform duties when the University is open and classes are in session. Generally TAs are not required to come to campus when classes are not in session.

**Faculty Research Assistants** also follow the Academic Calendar, but are not required, to come in when classes are not in session. Hours are scheduled by mutual agreement between the supervisor and the assistant, and should total 20 hours per week.

**Graduate Assistants (Administrative and Residential)** follow the University Calendar, not the Academic Calendar. They are expected to function within the structure of their particular office. Except for a mutually agreed upon schedule adjustment administrative/student service graduate assistants are obligated to follow the regular schedule of their respective offices. Graduate Assistants first and foremost are students. Assistantships are designed to contribute to the students' academic and professional development. Scheduled hours missed due to illness, or mutually agreed upon adjustments for matters such as exams are to be made up at a mutually agreed upon times. However, all graduate students are entitled to holidays during which the University is **closed**, such as Presidents' Day, Thanksgiving Thursday and Friday and appropriate Christmas break.

**Stipends and Scholarships**

Full-Year Graduate Assistants – work 1,000 hours per twelve-month period (approximately 20 hours per week) for which they receive tuition remission for a total of 24 credits per year (9 credits in the fall, 9 credits in the spring, and 6 credits in the summer), and a $100 stipend per month (September-August). The student is responsible for all fees above and beyond the 24 credits of tuition remission per year. In some instances depending on the student's degree program, required course/s may not be offered during the semester enrolled. In such cases, the student must obtain a waiver from the dean of school in which he/she is enrolled and present to the direct supervisor and the Office of Student Life/appropriate department. The student will still be able to persist in his/her role as a graduate assistant.

Semester Graduate Assistants – work 135 hours per semester (approximately 9 hours per week for 15 weeks) for which they receive tuition remission for one three-credit course per semester. The student is responsible for all fees above and beyond the three credits of tuition remission per semester.

Courses subject to tuition waivers would be only those courses applicable to the student's matriculated graduate degree program, unless authorized by the dean of the department and/or provost. If a graduate student wishes to enroll in a course that is not a part of the degree program, in which the student is matriculated, the student shall be fully responsible for the payment of tuition for the course.

The scholarship may not be used to audit a course. A graduate assistant who desires to audit a course should request audit status during pre-registration/registration and complete the appropriate form in the Registrar's Office. Periodically, graduate students may find that they have to take an undergraduate course or a course not included in the requirements for a degree program in order to either meet a prerequisite requirement, or in order to master a set of skills necessary to engage in graduate study. Graduate Assistantships do not cover tuition for such courses, and thus graduate students carrying graduate assistantships must pay tuition for such courses out of pocket. The exception to this policy comes when a program agrees to grant credit for such a course on a substitution basis within the program.

Graduate assistants are responsible for paying all University fees in a timely fashion. No late fee should be charged as a result of the scholarship not being processed in a timely fashion by the University. If and when this should occur, the graduate assistant's immediate supervisor will help resolve the matter.

**Summer Employment**

Graduate assistantships are for the academic year only, except in some cases where graduate assistants are expected to work through the summer. Other departments or schools may choose to offer graduate assistants summer employment. No graduate assistant is guaranteed summer employment, nor does employment over one summer guarantee employment the following summer. Your supervisor is best positioned to advise you on the likelihood of summer employment.

**Resignation and Termination**

A graduate assistant who resigns prior to the end of his/her appointment is liable, on a pro-rated basis, for payment of all tuition and fees applicable to the semester in which the resignation takes place. Graduate assistants must maintain a 3.0 cumulative grade point average. If the grade point average falls below a 3.0, or if the graduate assistant receives a failing grade in a course, the graduate assistantship will be placed on strict probation for the remainder of the academic year. If, at the end of that academic year, the student has raised not raised his or her grade point average to a 3.0 or above, the graduate assistantship may not be renewed for the following academic year.

The maximum time frame for receiving a Graduate Assistantship is 3 years or upon completion of degree, whichever comes first. Students seeking to switch degree programs while they are in receipt of an assistantship must obtain written approval from the chair and/or dean of both degree programs prior to changing his or her program and must complete the appropriate paperwork via the Registrar's Office.

**Other Employment**
Additional work or restriction that may impact your graduate assistantship should be reviewed and approved by the graduate assistant's immediate supervisor.

**Graduate Assistant Hiring Procedures for Departments and Supervisors**
All open graduate assistantships for the coming year must be posted on the **GA Job Database**. Contact the Career Development Office for authorization access to the database. After posting the position, students will apply directly for the position using the automatic application function embedded in the database. An offer of an assistantship should be made only in writing and contain all of the rights, responsibilities, duties and expectations of the position. A job description for the position should be provided to the candidate and to the Career Development office. (Please see sample letter).

Upon receipt of a signed letter of appointment from the successful candidate, several forms must be completed (see below). Graduate forms may be obtained from Colleen Diveny, ext. 2315.

**What to submit for each Graduate Assistant**:

**CHECKLIST**

- ✓ Graduate Assistantship Application
- ✓ Graduate Award Notice
- ✓ Appointment Letter
- ✓ Job Description

**University policy requires the following:**

**Graduate Assistantship Application**: Newly appointed graduate assistants complete the graduate assistantship application with their graduate application for admission (Please see PDF).

**Graduate Assistant Award Notice:** For each graduate assistant, both new and returning, the graduate assistant's supervisor must complete and forward a Graduate Award Notice to Office of Student Life. The form will then be forwarded to Financial Aid so that the graduate assistant's balance due is adjusted for the scholarship awarded.

**Letter of Appointment:** All hiring departments/supervisors must provide to each graduate assistant, both new and returning, a formal letter of appointment each academic year. A letter of appointment should state the starting and ending dates of the graduate assistant appointment, as well as the amount of the stipend, the number of credits allowed and the standards of satisfactory job performance and academic performance. It should be made clear to the graduate assistant that s/he must meet appropriate academic standards, as determined by his/her respective program, and that program academic standards must be maintained to retain the assistantship. The appointment letter should be approved by the dean or director of the department. The graduate assistant must sign and return a copy of the letter indicating his or her acceptance of the terms and conditions of the appointment.

**Job Description:** All hiring departments must provide to the graduate assistant a written job description. A copy of the job description must be sent to the Career Development Office.

**State Law Requires the Following**:

**Health Insurance:** Full-time students must carry health insurance. For more information, contact Health Services at _____.

**Immunization Record**: All new matriculated students must provide a valid record of immunization or evidence of immunity as a condition of admission or enrollment. For more information, contact Health Services at _____.

**Please note: The Graduate Application, Award Notice, Appointment Letter, and Job Description, should be submitted to Office of Student Life for prompt processing. Sending forms to other offices will delay the graduate assistant's stipend and/or tuition remission**.

**Orientation and Training**

The Student Life Office provides general information and acts as University liaison for Graduate Assistants. Formal orientation will be conducted by the Career Development Office. Both supervisors and graduate assistants MUST participate in the training and orientation session/s provided by the Career Development office in order to fulfill the requirements for receiving and maintaining graduate assistantships. Departments may also conduct their own supplemental orientation and training programs.

**Administration and Supervision**

Graduate Assistants at Georgian Court University are under the direct supervision of the department, program, or unit that offers the appointment. The department determines the GA's assignment, supervises his or her work, and recommends him or her for reappointment. The department is the primary source of information for the details of the assistantship. Within the department, the GA's work assignment is determined by the Department Chair, Director, faculty member and any duly appointed person.

Each Residential (Living Learning) graduate assistant is assigned a faculty mentor who is responsible for providing direct supervision and support to the graduate assistant. Departments are also responsible for developing a program, to be approved by the dean that provides support for graduate assistants as well as supervision for their work.

The performance of the graduate assistant will be evaluated on a schedule and according to criteria established by the department in which the student works. An unsatisfactory performance evaluation is grounds for termination of the assistantship.

APPENDIX
**Sample Letter of Appointment**

Today's Date

Mr. /Ms. Graduate Assistant
Address
Address

Dear XXX

It is with great pleasure that I offer you the position as Graduate Assistant for (department) for the academic year XXXX-XXXX, effective (beginning date) and ending (ending date). *For the academic year*, this position provides you with tuition remission up to a maximum of 24 cumulative credits, *or the number of credits required for you to complete your program, whichever is* ***less*** *(maximum 9credits per semester)***. Tuition remission will not cover courses that do not apply to your degree, nor will it cover courses beyond the number of credits you need to graduate. You will also receive a stipend of $XXX/month,** to be paid over 10/12 months. As a Graduate Assistant, your responsibilities will include (teaching, research administrative support XXXXX), and other duties as assigned for the (department). Please be aware that you must maintain a GPA of 3.0 to retain this assistantship.

**You are required to work 20 hours per week. As an administrative GA you are required to work whenever the University is open regardless of whether or not classes are held. This includes Spring Break. (Please include here any specific details of the appointment that you wish)**

Again, welcome to (department), we look forward to working with you.

Sincerely,

I agree to the terms and conditions of the GA Appointment as described above.

(Supervisor)

(Graduate Assistant)

# GEORGIAN COURT UNIVERSITY

## Graduate Assistantship Application.

**Please complete and submit this application along with a cover letter and a copy of your resume to the office of the Dean of Students, Georgian Court University, 900 Lakewood Avenue, Lakewood, NJ 08701.**

**Name:** _____

**Address:**_____

**Home Phone: ( )**_____ **Cell Phone: ( )**_____

**Date of Birth:** _____

**Are you currently attending Georgian Court University? Yes**____ **No**____

**Academic program for which you have applied or are enrolled:** _____

**Degree program (check/complete one)**

- ❒ **Master of Arts (Specify)** _____
- ❒ **Master of Business Administration**
- ❒ **Master of Arts in Teaching / Specialization** _____
- ❒ **Master of Education (Educational Leadership)**
- ❒ **Master of Science (Specify)** _____

**Expected date of graduation**

_____

Rank the type of assistantship that you are requesting (i.e., first choice, second choice, third choice).
Research/Teaching/General:

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Have you previously held a graduate assistantship? ❒ Yes ❒ No
If yes, give name of institution/department, immediate supervisor and dates.

_____

**Graduate Assistantship for which you are applying:**

**Semester**_____ **Full Year** _____ **Semester interested in starting:** _____

**Have you been fully accepted as a graduate student (degree or non-degree status) at Georgian Court University?**
**❒ Yes ❒ No If degree-seeking, what program?**

**Do you possess a valid driver's license? ❒ Yes ❒ No, If yes, please complete the following information:**
**State of issuance Expiration date Drivers license number**

**Class:** ***Circle one*** **A B C D E F G M**

**Have you ever been convicted of a criminal offense? ❒ Yes, If yes, list charge(s). ❒ No**

**Note: Omit minor vehicle violations and any offense committed before your 17th birthday which was finally adjudicated in juvenile court or under a youthful offender law. Conviction of a criminal offense is not a bar to receiving an assistantship in all cases. Each conviction is evaluated individually.**
_____
_____

**Date Disposition/Status Where convicted**
_____

**Are you legally authorized to work in the United States? ❒ Yes ❒ No**

**References: (Please provide three references)**

**Name:**_____ **Phone #: ( )**_____

**Name:**_____ **Phone #: ( )**_____

**Name:**_____ **Phone #: ( )**_____

**Signature**_____ **Date** _____

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**For GCU use only:**_____

**Application Reviewed:** _____