

Graduate Assistant Hiring

April 3

2012

This handbook contains instructions for hiring graduate assistants, the university policies on hiring and providing tuition remission for graduate assistants, guidelines for supervisors and examples of the required forms and documentation.

**Guide for Hiring
Departments/Units
and Supervisors**

Who do I call with Questions?

If you have procedural questions on graduate assistantships or on hiring graduate assistants please do not hesitate to contact:

Ann Anderson
School of Graduate Studies
121 Administrative Services Building
Phone: 320.308.2121
Fax: 320.308.5371
E-mail: aeanderson@stcloudstate.edu

Other questions regarding graduate assistants and assistantships, supervision and evaluation, and any comments or suggestions on materials or training needs can be directed to:

Melanie Guentzel, Director of Graduate Student Services
School of Graduate Studies
208 Administrative Services Building
Phone: 320.308.2194
E-mail: mjguentzel@stcloudstate.edu

If you have questions on payroll, amounts, dates, processing, forms such as the I-9 and W-4, please contact:

Lisa Pesta, Student Payroll
Business Services
124 Administrative Services Building
Phone: 320.308.4641
Email: lpesta@stcloudstate.edu

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Step by Step Guide to Hiring a Graduate Assistant

1. Post a position and conduct a search as outline on page 6 of this document.
2. Verify that the student you wish to hire has been formally admitted to a graduate degree program at St. Cloud State University.
3. Prepare the appointment letter for one semester or for the full academic year and have the student sign and return it to the department verifying acceptance of the appointment. The letters can be found on the Graduate Studies web site at <http://www.stcloudstate.edu/graduatestudies/ga/supervisors/default.asp> and can be modified to include additional department/unit specific information
4. Complete the New Employment Request to hire the student. This form must be signed by the person responsible for the budget used to pay the student, the college dean/vice president, Office of Sponsored Programs (for grants or contract funds) or the Dean of Continuing Studies (for Continuing Studies or Summer Sessions funds).
5. Submit the I-9, W4 and accompanying documentation to the payroll clerk (AS-124) to be entered into the payroll system. If the student has been employed on-campus within the past three years these forms should not be required again. If the student was employed by Husky Bookstore or Sodexo, they have their own payroll system so the forms would still need to be submitted to the Payroll office.
6. Verify that the student is registered for the required number of graduate credits needed for their appointment to the graduate assistantship.
7. Submit the New Employment Request form along with the position description and appointment letter to the School of Graduate Studies for processing. At this point a work authorization will be created by Ann Anderson and the information forwarded to the Payroll office to be set up for distribution to the student in the form of paychecks.

PLEASE NOTE:

- If you need to make a change to the assignment as submitted on the employment request anytime during the semester or academic year, please use the Change to Employment Request provided on the School of Graduate Studies web page.
- If a student terminates their employment prior to the end of their assignment, please prepare the Termination Request form provided on the School of Graduate Studies web page as quickly as possible to ensure that the student is not overpaid.

Student Funding Information

Full-time, academic year graduate assistantships for 2012-13 provide a \$10,000 stipend and carry 8 credits of tuition remission for each term of the assistantship (fall and spring). Part-time, academic year assistantships of 10 or 15 hours per week carry a stipend of \$5000 or \$7500, respectively, and 6 credits of tuition remission each term of the assistantship.

The School of Graduate Studies pays the tuition remission for positions allocated through School of Graduate Studies' funds or through institutional (M&E) monies. Units funding assistantships through revenue or grant funds or other non-(M&E) sources must identify funds to cover both the stipend and appropriate level of tuition remission.

Positions jointly funded through M and E monies and non-(M&E) funds must cover 50% of the stipend and 6 credits of tuition remission each term with non-(M&E) funds. For full-time assistantships the remaining 2 credits of tuition remission each term will be covered by the School of Graduate Studies.

Hiring a Graduate Assistant

When a GA Position Becomes Available In Your Department

When a graduate assistant position becomes available in your department, it is the responsibility of the hiring unit to ensure that graduate students eligible for consideration for the position have the opportunity to review and apply for an available assistantship.

Graduate Assistant Eligibility Requirements

Both U.S. citizens and international students holding a bachelor's degree are eligible to apply for a graduate assistantship.

Students must:

- Be fully admitted to a graduate program in the School of Graduate Studies.
 - Students who are admitted conditionally may hold an assistantship one semester at a time.
 - Language admission students may hold an assistantship upon completion of their Intensive English Center, Level 5 program.
- Fifth-year and certificate students are not eligible for graduate assistantships.
- Be a registered graduate student each term of the appointment.
- A 20-hour/week assistantship requires full-time status. Full-time status for a master's student is eight or more semester credits (500-600 level). Full-time status for a doctoral student is six or more semester credits (700-800 level).
- A 15- or 10-hour/week assistantship requires the student to be enrolled in six or more semester credits (500-800).
- SEVIS regulations require that international students take a full-time load of eight credits per semester regardless of appointment hours.
- Achieve and maintain a cumulative GPA of 3.0 or higher in all graduate work in order to apply for and hold a graduate assistantship.
- A student must be formally admitted to a graduate program to be offered an assistantship.
- The appointment and payroll forms cannot be processed until the student receives formal admission.

Conducting a Search

When a department begins a search for a candidate to fill a graduate assistantship position, the search should be conducted in the same manner as other job searches on campus. To best serve our graduate students, the School of Graduate Studies suggests the following process for conducting a search:

1. If the position could reasonably be filled by a graduate student from any graduate program with the required skill set, send an electronic copy of the open position to the graduate school for posting on the School of Graduate Studies Web site. The Web site is found at <http://www.stcloudstate.edu/graduatestudies/ga/students/default.asp>. At this link, prospective and current graduate students are able to search for graduate assistantship openings and review each job description to find one that best suits their skills. It is to the student's benefit to have access to all available graduate assistantships.
2. To post a position through the School of Graduate Studies (also links from Human Resources), email the position description to graduatestudies@stcloudstate.edu and we will post the position and notify you when it is online.

OR

If a position is open only to students in one specific graduate program, send an electronic notice to all eligible students, both new and returning, admitted to the designated graduate program. In addition, post a paper notice in the department or unit.

2. Interviews of candidates should be conducted.
3. When a candidate has been selected, the department should notify each of the applicants that the position has been filled. We believe this step to be very important. Notifying applicants of your decision allows them to continue with their search and academic plans.

When a GA Position Is Filled

Once you have selected a graduate assistant to fill your open position, you will need to provide the student with an appointment letter (see Appendix 5) and payroll forms as outlined below:

An Employee's Withholding Allowance Certificate (W-4) and an Employee's Withholding Exemption Certificate (IT-4), found on the reverse side of the W-4, must be filed in the Payroll Office, Administrative Services 124, to allow proper tax deductions from payroll checks. Graduate assistants must immediately report changes of address to the Payroll Office.

The Immigration and Control Act of 1986 requires all employers to verify each new employee's identity and employment eligibility. The employing department must complete an I-9 form for each new graduate assistant within three working days of the effective date of the appointment. Instructions for completion are on the reverse side of the form and documentation must be verified with the graduate assistant in person. Proof of eligibility can be shown through the following documents:

- U.S. Citizens and Residents: passport or driver's license and Social Security card
- Resident Aliens: driver's license, Social Security card, and resident alien card
- International: passport, visa, I-94, and I-20 on page five. Once the student has signed and completed all forms, make copies for your records and return the originals to the School of Graduate Studies.

Offers and Acceptances

April 15 is the traditional deadline for the extension and the acceptance of offers of financial aid. St. Cloud State University observes the Council of Graduate Schools Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants which states in brief:

1. If a student accepts an offer of assistantship before April 15, but subsequently wishes to withdraw, the student may submit a written resignation any time through April 15.
2. If a student has an acceptance in effect after April 15, the student is obligated to obtain a written release before accepting another offer.
3. An offer extended after April 15 is contingent upon submission by the student of written evidence of release from any previously accepted offer. The responsibility for compliance with this resolution rests with both the academic departments granting the awards and with the students accepting them. A copy of this resolution, as part of the graduate assistantship application and handbook, serves as notification of the resolution. A complete copy of the resolution may be obtained from the School of Graduate Studies (AS 121) or found on the Council of Graduate Schools' Web site at:

<http://www.cgsnet.org/portals/0/pdf/CGSResolutionAug2006.pdf>

Appointment Length

- A graduate assistant can be employed for a maximum of 20 hours per week. Graduate assistants employed 20 hours per week may not hold any other employment positions with St. Cloud State University while employed as a graduate assistant.
- Graduate assistants cannot be concurrently employed as adjunct faculty.
- Appointments may not exceed one year; however, they may be renewed for a second year.
- Appointments may not exceed two calendar years in length without special permission from the School of Graduate Studies.
- Termination of an assistantship may occur prior to the date indicated on the employment letter. In this case, the effective termination date will be when the School of Graduate Studies receives written verification from the department. All compensation earned prior to this date will be charged to the unit responsible for the direct supervision of the graduate student.
- It is the obligation of the graduate assistant and the employing unit to adhere to fair labor practices.
- At any time during the appointment, a graduate assistant may be required to attend mandatory training sessions as a condition of continued employment.

Appointment Letters

Hiring departments/units must use the annual or semester appointment template found online at <http://www.stcloudstate.edu/graduatestudies/ga/supervisors/default.asp> when offering graduate assistant positions to admitted graduate students. Samples of these appointment letters can be found in the appendix of this handbook. The online templates are Word documents which will allow you to fill in the necessary information for your employee or modify the letter to fit the specific hiring department/unit and position.

The offer of a graduate assistantship must be printed on university or department letterhead, and all signatures must be original. To expedite communication, the appointment letter may be signed, scanned and e-mailed with instructions for the recipient to keep a copy for their records and return a signed copy to the hiring unit.

When hiring an admitted international graduate student an annual or semester appointment template must be used. The offer of an assistantship must be printed on university or departmental letterhead.

An original signed copy of the assistantship offer must be forwarded to the Center for International Studies. Only an official annual or semester appointment letter will be accepted by the Center for International Studies for the financial certification process.

- Please print the appointment letter on your department letterhead.
- Provide the original letter and a copy for the student's records to the graduate assistant for their signature.
- Return the original signed appointment letter to the School of Graduate Studies upon receipt from the student. Please keep a copy for your department records.

Employment Request Forms

Employment request forms are used for employing, making changes to employment, or terminating graduate assistants. These forms are used only for hiring degree-seeking graduate students as graduate assistants in positions that meet the requirements to be classified as assistantships (positions that include the appropriate stipend and tuition remission). Employment Request forms are available in MS Word online at <http://www.stcloudstate.edu/graduatestudies/ga/supervisors/default.asp>. Instructions for using the forms are on the second page of each form.

Three types of Employment forms are available:

- **Employment Request Form:** Completed by department/unit requesting a new graduate assistant appointment
- **Change to Employment Request Form:** Completed by department/unit to notify Graduate Studies of a change in graduate assistant employment such as a reduction of hours, stipend, or terms of employment
- **Termination Form:** Completed by department/unit for graduate assistants terminated or resigning prior to the end of their appointment period. This document is time sensitive.

Please note: Graduate Studies Employment Request forms may not be used to hire student assistants, graduate or undergraduate. Please see the student payroll manual

<http://www.stcloudstate.edu/businessservices/payroll/studentpayroll.asp> or contact Lisa Pesta (LMPesta@stcloudstate.edu) for information on hiring student assistants.

Position Descriptions

All departments/hiring units must have a position description on file for each unique type of position offered in the department or unit. Complete position descriptions must be on file with the School of Graduate Studies before graduate assistant Employment Requests can be processed. An example of a fully completed position description is included in the appendices.

The School of Graduate studies is collecting and maintaining position descriptions for several reasons. One is that good labor practices indicate we should have and be able to provide each graduate assistant with a description of their duties and responsibilities. Another reason is a central repository of position descriptions will allow for better assessment of our graduate assistant roles and experiences as well as provide us with information on the contributions of graduate assistants to the campus.

Social Security Requirement for International Students

Per 20 CFR 422.104 – 107, all international students must be currently employed to be issued a new or replacement Social Security Card. Effective October 13, 2004 Social Security will not assign a SSN to any F-1 student unless the student has:

- Evidence of on-campus work from the designated school official; and
- Evidence of employment from the on-campus employer, or
- Specific work authorization from the Department of Homeland Security (DHS) in the form of an employment authorization document (EAD); or
- Authorization for curricular practical training as evidenced on the employment page of the student's Form 1-20 A-B, Certificate of Eligibility for Nonimmigrant (F-1) Student Status. Social Security will accept evidence for current employment or a job offer if employment is contingent on obtaining the Social Security number. Please note that an F-1 student may work while the Social Security number application is being processed. Employers may wish to reference SSA's fact sheet, Employer Responsibilities When Hiring Foreign Workers. This fact sheet contains information on how to report wages for an employee who has not yet received a SSN and is available online at www.socialsecurity.gov/employer/hiring.htm.

To provide verification of current or pending employment, please use the suggested language included in the letter found under Faculty/Staff Forms on the graduate school Web site:

<http://www.stcloudstate.edu/graduatestudies/faculty/facForms.asp>

The statement should be written or typed on college/university or department letterhead, and all signatures must be original.

When completed, forward the verification letter to the Center for International Studies to be countersigned by a designated representative of that office.

If you have questions, please contact the Center for International Studies at 320.308.4287 or the St. Cloud Social Security Office at 3800 8th St. North, Ste. 100, St. Cloud, MN 56303, 320.253.4490. Current information available at <http://www.socialsecurity.gov/pubs/10181.html>

Receiving the Tuition Remission

Applying Tuition Remission to a Student Account

The School of Graduate Studies places tuition remission on a student's tuition statement in the form of a payment when:

1. The hiring department has provided the appointment letter, position description and employment request to the School of Graduate Studies.
AND
2. The graduate assistant is enrolled for the appropriate number of credits required for the assistantship.

Timeline for Applying Tuition Remission

Tuition remission is applied following the fifth class day of the semester. The final day to apply tuition remission for full-term assistantships is the tenth day of the semester.

Fifth Day of Classes

Fall 2012: September 3, 2012

Spring 2013: January 18, 2012

Tenth Day of Classes

Fall 2012: September 10, 2012

Spring 2013: January 25, 2013

- Students are responsible for being fully enrolled/registered for the appropriate number of credits prior to the fifth day of the semester or tuition remission in the full amount may not be received.
- Departments/ hiring units are responsible for providing the appointment letter, position description, and employment request to the School of Graduate Studies prior to the fifth class day of the semester.
- The department/hiring unit must also ensure that all payroll procedures have been completed prior to the fifth day.
- Tuition remission for full-term assistantships has a FINAL deadline of the tenth day of the semester.
- Registration must be completed and all employment paperwork must be submitted. Failure to meet the deadline will result in a loss of tuition remission.
- Exceptions in extenuating circumstances **may be considered through a petition** to the graduate dean. Petition forms are online at <http://www.stcloudstate.edu/graduatestudies/current/stuForms.asp>
- Hiring units granting a partial-term assistantship beginning prior to the eighth week of the semester must ensure the student is registered for the appropriate number of credits required to hold an assistantship at the time the employment request is submitted.
- If there is a delay within the School of Graduate Studies with the appointment, employment request, or payroll forms, tuition remission will be credited to the student's bill as soon as the problem has been resolved. In some cases, this may mean that the student will need to pay the tuition in full and receive a refund for the amount of the tuition remission upon resolution,

Supervision of Graduate Assistants

Graduate assistantships serve a dual purpose for students, they are a source of funding for graduate education and they are an opportunity to learn by working with faculty and professional staff in the academic environment. For departments and supervisors graduate assistants provide the opportunity to enhance our work whether it is doing more research or offering more classes, more services, or more learning opportunities to our undergraduate and graduate students. The benefits of a graduate assistantship are meant to flow in both directions.

Developing a positive and productive supervisory relationship with your graduate assistant is one way to ensure this balance. Each supervisor brings his or her own style and skills to the supervisory relationship and each student brings his or her own skills, abilities, and needs and the working relationship will take time to build. The following suggestions might assist you in getting off to a good start:

1. Meet with your GA to review the responsibilities of the position and your expectations of the GA, including professional conduct, department/office culture, work hours, and productivity. Supervisors should also identify their expectations of GA work hours during semester breaks.
2. Introduce the GA to the people with whom they will be working in your area and other important contacts.
3. Identify the resources available to the GA for their work, such as; desk space, computers, printers, phones, mailbox, paper, pens, etc.
4. Discuss how you and your GA will communicate. Will it be via e-mail, phone, weekly or monthly meetings or a combination of methods? Clearly establish the boundaries for communication for both of you, i.e. what is the preferred method and how often.
5. Encourage skill development. In addition to working with you to develop new skills, there are a number of resources available on campus for GA's, including the School of Graduate Studies GA orientation, workshops offered by LR&TS on library research and workshops through Informedia Services (IMS) on software use.
6. Establish how the GA will know if they are successful. How will you provide feedback on what is going well and what needs improvement. When will this feedback be provided and in what manner? Included in the handbook is a template for GA Evaluation. Departments are encouraged to develop their own evaluations related to the position and professional or disciplinary expectations.

It is everyone's intention that a graduate assistantship be a positive and productive learning experience for everyone involved. On occasion a graduate assistantship will not work out. The School of Graduate Studies can be contacted to address complaints or assist with mediation; supervisors can terminate GA's for cause as listed on page three of the Student Handbook; or elect not to renew an appointment. GA's may also resign from positions. GA's must provide two weeks' notice to the department.

Appendix 1

July 2010 Policy Memo and Attached Policy Changes

To: All individuals responsible for hiring, supervising or approving graduate assistantships

From: Melanie Guentzel, Director of Graduate Student Services

Date: July 1, 2010

RE: Graduate Assistant Hiring Process Changes

This memo and the attached policy document provide important information on changes to the hiring, funding, and processing of graduate assistantships. Please read this information carefully.

Hiring

The School of Graduate Studies has developed new Employment Request forms for the purposes of Employing, Making Changes to Employment, or Terminating Graduate Assistants. These forms will be used only for hiring degree-seeking graduate students as graduate assistants in positions that meet the requirements to be classified as assistantships (positions that include the appropriate stipend and tuition remission). These new forms are available as Adobe PDF forms online at <http://www.stcloudstate.edu/graduatestudies/ga/supervisors/default.asp>. Instructions for using the forms are on the second page of each form. Please note that these forms may not be used to hire student assistants, graduate or undergraduate. Please see the student payroll manual <http://www.stcloudstate.edu/businessservices/payroll/studentpayroll.asp> or contact Lisa Pesta (LMPesta@stcloudstate.edu) for information on hiring student assistants.

Please recycle or discard any previous versions of the Employment Request form and begin using the new forms immediately. Forms already submitted for 2011 hiring will be reviewed and processed as possible. All new requests must be on the new forms. Please type/word process the hiring requests. Illegible or unsigned requests will be returned to the hiring unit.

Please note: Additional information must be submitted with the forms. Hiring units must have a completed position description on file for each type of graduate assistantship filled, must submit a copy of the official appointment letter signed by the unit and the student, and must ensure that the appropriate payroll documents are submitted to payroll or attached to the employment request.

Questions regarding the new forms can be directed to Ann Anderson at aeanderson@stcloudstate.edu.

Funding

Full-time, academic year graduate assistantships for 2010-11 will provide a \$10,000 stipend and carry 8 credits of tuition remission for each term of the assistantship (fall and spring). Part-time, academic year assistantships of 10 or 15 hours per week carry a stipend of \$5000 or \$7500, respectively, and 6 credits of tuition remission each term of the assistantship. The School of Graduate Studies will cover the tuition remission for positions allocated through School of Graduate Studies' funds or through M & E monies. Units funding assistantships through revenue or grant funds or other non-M & E sources will need to identify funds to cover both the stipend and appropriate level of tuition remission. Positions jointly funded through M & E monies and non-M & E funds must cover 50% of the stipend and 6 credits of tuition remission each term with non-M & E funds. For full-time assistantships the remaining 2 credits of tuition remission each term will be covered by the School of Graduate

Studies. Please feel free to contact Melanie Guentzel or Ann Anderson with questions on stipends and tuition remission.

Graduate Assistantship Policies

The School of Graduate Studies will require that admission, student enrollment, and payroll paperwork requirements be met in a timely fashion by students and hiring units. Please review the attached policy document highlighting the appropriate policies. Hiring units are responsible for ensuring that all graduate students for whom they are submitting employment requests meet the eligibility requirements to hold a graduate assistantship. Paperwork submitted for ineligible students will be returned to the hiring unit. Please see the attached policy document for details.

Policies for Graduate Assistantships

In an effort to ensure equity and good practice in the hiring of graduate assistants, the School of Graduate Studies will be (1) requiring position descriptions, (2) requiring the use of official appointment letters, and (3) strictly enforcing the enrollment and registration requirements for graduate assistants. This document highlights these policies.

1. Position Descriptions

All departments/hiring units must have a position description on file for each unique type of position offered in the department or unit. The position descriptions must be on file with the School of Graduate Studies before graduate assistant Employment Requests can be processed beginning Fall 2010.

The School of Graduate studies is collecting and maintaining these position descriptions for several reasons. One is that good labor practices indicate we should have and be able to provide each graduate assistant with a description of their duties and responsibilities. Another reason is a central repository of position descriptions will allow us to better assess our graduate assistant roles and experiences as well as provide us with information on the contributions of graduate assistants to the campus.

2. Official Appointment Letters

Hiring departments/units must use the annual or semester appointment template found under Faculty/Staff Forms of the Graduate School web site when offering graduate assistant positions to admitted graduate students.

The offer of a graduate assistantship should be printed on university or department letterhead, and all signatures must be original. To expedite communication, the appointment letter may be signed, scanned and emailed with instructions for the recipient to keep a copy for their records and return a signed copy to the hiring unit.

When hiring an admitted international graduate student an annual or semester appointment template must be used. The offer of an assistantship must be printed on university or departmental letterhead. An original signed copy of the assistantship offer must be forwarded to the Center for International Studies. Only an official annual or semester appointment letter will be accepted by the Center for International Studies for the financial certification process.

3. Registration and Enrollment Policy Requirements

Please note that the following policies have been in the Graduate Assistant Handbook for several years. During the FY10 academic year, students and departments were informed that the School of Graduate Studies would begin enforcing these policies. Beginning in fall 2010, the following policies regarding registration and enrollment will be strictly enforced. Exceptions will be considered only in extenuating circumstances and will require a petition to the Dean of the School of Graduate Studies. Returning graduate assistants should plan to fully register for the correct number of credits for next term during the pre-registration period, including registration for internship and culminating project or other independent studies. Delays caused by the late submission of individualized course registration forms to the Office of Records and Registration will not be considered extenuating circumstances.

The relevant registration and enrollment policies listed in the Graduate Assistant Handbook are as follows:

- To be hired as a graduate assistant, a graduate student must be fully admitted to a graduate degree program in the School of Graduate Studies.
- A graduate assistant must be a registered graduate student each term of the appointment.
- A 20-hour/week assistantship requires full-time status. Full-time status for a graduate student is eight or more semester credits (500 or 600 level) or six or more semester credits (700 or 800 level).
- A 15- or 10-hour/week assistantship requires the student to be enrolled in six or more semester credits (all graduate levels).
- For graduate assistants hired for the full term, the tuition waiver is applied following the **fifth** class day of the semester, the student must be registered for the appropriate number of credits **prior to the fifth** class day to ensure proper placement of the tuition waiver. Further, the hiring department/ unit must have provided the employment request form to the School of Graduate Studies **prior to the fifth** class day of the semester and the payroll forms must have also been cleared through the Payroll Office.
 - *The fifth class day of the term was selected as the preferred deadline because all institutional and federal financial aid is applied to student accounts overnight on the fifth class day.*
- The tuition waiver will not be given for graduate courses that are enrolled in after the **tenth class day** of each semester.
 - *The tenth class day of the term was selected as the final deadline because this is the last day of regular registration activities.*
- Graduate students hired after the start of the semester should be enrolled in the appropriate number of semester credits at the time the employment request is submitted to the School of Graduate Studies. Any student beginning an appointment after the eighth week of the semester will not be eligible to receive tuition assistance for that semester.

4/2/2010

Appendix 2

Graduate Assistant Evaluation

Student Name: _____
 Assistantship Type: Program GA____ Research Assistant____ Teaching Assistant____
 Semester and Year: Fall____ Spring____ Summer I____ Summer II____
 Department: _____
 Supervisor: _____

	Unacceptable	Needs Improvement	Acceptable	Exceptional	Not Applicable
Work Expectations:					
Quantity of Work:					
Quality of Work:					
Professionalism:					
Timeliness					
Attendance:					
Collegiality:					
Courtesy:					
Initiative:					
Works Independently:					
Works Cooperatively:					
Judgment:					
Respects Diversity:					
Communication Skills:					
Oral					
Written					

Describe the Graduate Assistants greatest strengths:

Describe the area(s) that needs the most improvements:

Discussion:

Did we accomplish our work goals for the year/semester? Why or why not?

Did the student accomplish his/her learning goals for the year? Why or why not?

Student response to the feedback? Do they agree/disagree? What reason is given?

Appendix 3

Graduate Assistant Annual Appointment

DATE

NAME

ADDRESS

CITY, STATE, ZIP

Dear FIRST NAME LAST NAME:

I am pleased to offer you the graduate assistantship of POSITION in DEPARTMENT at St. Cloud State University. The graduate assistantship handbook is available online at <http://www.stcloudstate.edu/graduatestudies/ga/default.asp>. This handbook will provide you with the necessary policy and procedure information required for graduate assistants.

The terms of this offer are outlined below:

■ This is an annual appointment for the YEAR academic year.

■ The mutually agreed upon start date for this appointment is DATE. Please report to PERSON, BUILDING, OFFICE. The end date for this appointment will be DATE. [Needed for individuals new to SCSU or not employed at SCSU in past 3 years] When you arrive, you will be provided with the appropriate employment forms to begin your payroll process. For this process, please bring a form of identification as described below:

• U.S. citizens (one of the two categories):

Passport, or

Government issued identification (such as driver's license or ID card) and Social Security card

• Resident aliens (one of the first two bulleted categories plus the third category):

Passport, or

Government issued identification (such as driver's license or ID card) and Social Security card

In addition to one of the two categories above, resident aliens also need to provide their resident alien card.

• International students (all of the following):

Passport

Visa

I-94

I-20

A Social Security Number or a copy of the letter indicating the student has applied for a SSN.

• Your stipend for the YEAR academic year will be NUMBER and you will be paid every other Friday. Graduate assistants with full academic year appointments will receive paychecks during the academic breaks. See the graduate assistant handbook for more details.

• Your graduate assistantship provides you with tuition assistance in the form of a tuition waiver. As a full-time (20 hours/week) graduate assistant, you are entitled to a tuition waiver of up to eight graduate credits for fall semester and an additional eight credits for spring semester.

OR

• As a part-time (10 OR 15 HOURS/WEEK) graduate assistant, you are entitled to a tuition waiver of up to six graduate credits for fall semester and an additional six credits for spring semester. See the graduate assistant handbook for more details.

I will be happy to answer any questions you may have or provide further clarity on your appointment. Should you decide to accept this position, return this original letter with your signature and date indicating that you have read and fully understand the provisions of your employment as explained above. Please keep a copy of this letter for your records.

We look forward to working with you and anticipate that your employment here will be rewarding to both you and the DEPARTMENT.

Sincerely,

NAME

TITLE

I accept this position and the terms and conditions of employment as stated in this letter and the graduate assistantship handbook.

Graduate Assistant Signature

Date

This contract can be found on-line at <http://www.stcloudstate.edu/graduatestudies/ga/supervisors/default.asp>.

Appendix 3 continued

Graduate Assistant Single Semester Appointment

DATE

NAME

ADDRESS

CITY, STATE, ZIP

Dear FIRST NAME LAST NAME:

I am pleased to offer you the graduate assistantship of POSITION in DEPARTMENT at St. Cloud State University. The graduate assistantship handbook is available online at <http://www.stcloudstate.edu/graduatestudies/ga/default.asp>. This handbook will provide you with the necessary policy and procedure information required for graduate assistants.

The terms of this offer are outlined below:

■ This is a single semester appointment for the FALL OR SPRING semester.

■ The mutually agreed upon start date for this appointment is DATE. Please report to PERSON, BUILDING, OFFICE. The end date for this appointment will be DATE. [Needed for individuals new to SCSU or not employed at SCSU in past 3 years] When you arrive, you will be provided with the appropriate employment forms to begin your payroll process. For this process, please bring a form of identification as described below:

• U.S. citizens (one of the two categories):

Passport, or

Government issued identification (such as driver's license or ID card) and Social Security card

• Resident aliens (one of the first two bulleted categories plus the third category):

Passport, or

Government issued identification (such as driver's license or ID card) and Social Security card

In addition to one of the two categories above, resident aliens also need to provide their resident alien card.

• International students (all of the following):

Passport

Visa

I-94

I-20

A Social Security Number or a copy of the letter indicating the student has applied for a SSN.

• Your stipend for the FALL OR SPRING semester will be NUMBER and you will be paid every other Friday. Graduate assistants with single semester appointments do not receive paychecks during the semester break. See the graduate assistant handbook for more details.

• Your graduate assistantship provides you with tuition assistance in the form of a tuition waiver. As a full-time (20 hours/week) graduate assistant, you are entitled to a tuition waiver of up to eight graduate credits for the semester. See the graduate assistant handbook for more details.

OR

• As a part-time (10 OR 15 HOURS/WEEK) graduate assistant, you are entitled to a tuition waiver of up to six graduate credits for the semester. See the graduate assistant handbook for more details.

I will be happy to answer any questions you may have or provide further clarity on your appointment. Should you decide to accept this position, return this original letter with your signature and date indicating that you have read and fully understand the provisions of your employment as explained above. Please keep a copy of this letter for your records.

We look forward to working with you and anticipate that your employment here will be rewarding to both you and the DEPARTMENT.

Sincerely,

NAME

TITLE

I accept this position and the terms and conditions of employment as stated in this letter and the graduate assistantship handbook.

Graduate Assistant Signature

Date

This contract can be found on-line at <http://www.stcloudstate.edu/graduatestudies/ga/supervisors/default.asp>

Appendix 4

Example Position Descriptions

ST. CLOUD STATE
UNIVERSITY

SCHOOL OF GRADUATE STUDIES

A tradition of excellence and opportunity

Graduate Assistant Position Description

The purpose of this document is to track the types of positions held by graduate students, the responsibilities of those positions, and the contributions of our graduate assistants to the campus. Please complete this form in full for each unique graduate assistant position in your department or unit. A position description must be on file in the School of Graduate Studies or submitted with the employment request before an employment request can be processed.

Date Submitted: 4/7/2011

Position Title (if titled in specific role, eg. Instructor, Advisor, etc.): Research Assistantship

Position Type:

Teaching Assistantship Research Assistantship Program Assistantship

Number of Graduate Assistants in this Role: 1

Hiring Department / Supervising Department: CRM Archaeology

College or Administrative Unit: College of Liberal Arts

Direct Supervisor Name(s) and Email(s): Mark Muniz mpmuniz@stcloudstate.edu

Stipend Amount: \$ 5,000

Funding Source(s):

Graduate Studies
 Department/College
 Grant
 Continuing Studies
 Other _____

Type of Appointment: Full-time (20) Part-time (10-15) Annual Semester

Responsibilities:

One to three sentence description of position and 5 to 10 bullet points listing specific GA responsibilities

Assist with various lab duties including, but not limited to:

- Cleaning, processing, and analyzing artifacts, faunal remains, and screen samples
- Creating artifact catalogs
- Conducting flotation and sediment analyses
- Illustrating artifacts, faunal remains, site maps, and stratigraphic profiles photographically and digitally
- Working on archaeological field/site reports
- Occasionally assisting faculty with various tasks
- Occasionally assisting office manager with clerical duties

Qualifications:

Specific skills required? Please list:

Admission to the CRM Archaeology graduate program at St. Cloud State University and a Bachelor’s Degree from an accredited institution. Prior experience with archaeological fieldwork, working in an archaeology lab, or with archaeological materials; experience with Microsoft Office (Word, Excel, Access, etc.) and Adobe (Photoshop, Illustrator, etc.) programs preferred. Additional qualities include attention to detail, careful note taking, and the ability to work well with others as part of a team.

Is position open only to graduate students in a specific program(s)? Yes X No
If yes, please list: Only open to CRM Archeology graduate students

Is the position at least 50% teaching or research?
Yes X (please answer questions below) No

If yes, is the graduate assistant:

- instructor of record? For which course(s)
- teaching but not the instructor of record? For which course(s)
- supporting course activities (grading, reader, etc.)?
- coaching? Team(s)
- X research only?

Apply to:

St. Cloud State University
Department/Unit
Address
Phone
Email
Web address

Application Materials Required:

Graduate Assistant Application X
Cover Letter X
Resume _Yes____
References __3__#
and/or
Letters of Recommendations
Writing Sample
Other materials

Date Received: _____

Position #: _____

Appendix 4 continued

Example Position Descriptions

**ST. CLOUD STATE
UNIVERSITY**

SCHOOL OF GRADUATE STUDIES

A tradition of excellence and opportunity

Graduate Assistant Position Description

The purpose of this document is to track the types of positions held by graduate students, the responsibilities of those positions, and the contributions of our graduate assistants to the campus. Please complete this form in full for each unique graduate assistant position in your department or unit. A position description must be on file in the School of Graduate Studies or submitted with the employment request before an employment request can be processed.

Date Submitted: 8/17/2010

Position Title (if titled in specific role, eg. Instructor, Advisor, etc.): Academic Support Assistant

Position Type:

Teaching Assistantship Research Assistantship Program Assistantship

Number of Graduate Assistants in this Role: 1

Hiring Department / Supervising Department: Graduate Studies

College or Administrative Unit: Academic Affairs

Direct Supervisor Name(s) and Email(s): Melanie Guentzel, mjguentzel

Stipend Amount: \$5000

Funding Source(s):

Graduate Studies

Department/College

Grant

Continuing Studies

Other _____

Type of Appointment: Full-time (20) Part-time (10-15) Annual Semester

Responsibilities:

One to three sentence description of position and 5 to 10 bullet points listing specific GA responsibilities

This graduate assistantship provides student services to SCSU's graduate students, through employment in the School of Graduate Studies. Shared duties will include, assist students by telephone, respond to mail inquiries, respond to e-mail inquires, and those who walk in.

- Graduate Assistant Orientation – Fall – Host the Graduate Assistant Orientation
- Programming – Working with the Director of Graduate Student Services, program coordinators, and others to develop and plan events to educate, celebrate, and build community among SCSU graduate students.
 - Family Outreach Activity – Fall/Spring
 - Social Programming – Fall/Spring
 - Graduate Student Appreciation Week – Spring
- Culminating Project Support – Answer student questions on culminating projects. Create e-mails, checklists and helpful guides for the process. Coordinate, market, and staff the Culminating project workshop series and formatting workshops.
 - Programming: Culminating Projects preparation and other academic programming Fall/Spring
- Graduate Student Organization – Co-Advisor, work with the Director of Graduate Student Services to help recruit student participants, identify and mentor officers and assist group in identifying appropriate informational and outreach activities.

- Web communication – Work with the director of Graduate Student Services to keep Current Student information up to date and relevant, weekly maintenance of the SCSU Graduate Student Facebook page, weekly news updates for main Graduate Studies page and any other forms of electronic communication.
- On-campus events – Staff on-campus events. Efforts may include staffing information table, sending e-mails, letters, participation forms, creating signs, hosting and sending follow-up correspondence to attendees.
- Graduate Assistant Web postings – Help oversee and monitor SCSU's online graduate assistantship listings.
- Miscellaneous – Assist with other duties as requested, run errands on and off campus, assist with general office initiatives as directed, including phones, email, reception.

Qualifications:

Specific skills required? Please list: Applicants must hold a bachelor's degree and be fully admitted to a graduate degree program. Students enrolled in the College Counseling and Student Development, Educational Administration or Higher Education Administration programs are encouraged to apply, as well as students from other programs with desired skills. **Demonstrated traits** Strong communication, solid writing and editing skills, and interpersonal skills are desired. Additionally, a working ability in Excel, and Microsoft Office are also desired. A graduate assistant should possess these qualities to match the office's setting - ability to multi-task, and be a self-starter, reliable and genial. Of paramount need is a graduate student who feels, thinks, and speaks highly of his/her academic, social and cultural experience at SCSU.

Is position open only to graduate students in a specific program(s)? Yes No X
If yes, please list:

Is the position at least 50% teaching or research?
Yes (please answer questions below) No X

If yes, is the graduate assistant:

- the instructor of record? For which course(s) Click here to enter text.
- teaching but not the instructor of record? For which course(s) Click here to enter text.
Instructor of Record Click here to enter text.
- supporting course activities (grading, reader, etc.)? Click here to enter text.
- coaching? Team(s) Choose an item.
- research only?

Apply to:

St. Cloud State University
Department/Unit Graduate Studies, AS 121
Address 720 4th Avenue S, St. Cloud, MN 56301
Phone 320-308-
Email mjguentzel@stcloudstate.edu
Web address
www.stcloudstate.edu/graduatestudies/

Application Materials Required:

Graduate Assistant Application X
Cover Letter X
Resume Yes
References 3 #
and/or
Letters of Recommendations #
Writing Sample
Other materials Click here to enter text.

Date Received: _____

Position #: _____