

STEP BY STEP GUIDE TO HIRING A GRADUATE ASSISTANT

St. Cloud State University
School of Graduate Studies

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Accessing the Database

Visit the SCSU School of Graduate Studies website. On the left-hand side of the screen, click on the “Faculty and Staff Resources” and Graduate Assistants link.

Or, copy and paste this link: <https://www5.stcloudstate.edu/graduatestudies/gradassist/>

Once you open the page there are additional options that students and supervisors can choose from; as well as FAQs, and a link to the Council of Graduate Schools Statement.

The “Supervisor’s” link is where you will find the Online Hiring system link. To access the hiring system, you will need to log in with your SCSU StarID.

The screenshot shows the SCSU School of Graduate Studies website. The top navigation bar includes links for ABOUT US, ADMISSIONS, ACADEMICS, CAMPUS LIFE, and ATHLETICS & RECREATION. The left sidebar lists various resources such as Admissions, Academics, Student Resources, Culminating Projects, Forms, Faculty & Staff Resources, Excellence, Contact Us, St. Cloud State at Plymouth, and School of Graduate Studies. The main content area features a large red banner with the text "GRADUATE ASSISTANTSHIPS". Below this, the heading "Graduate Assistant" is displayed. A login instruction reads: "Login using your StarID and password to access the Graduate Assistant Application." There are two input fields: "StarID:" with an asterisk and "Password:" with an asterisk. A red "LOGIN" button is positioned below the password field. A link for "Need Login Help?" is located between the two input fields.

Step #1- Setup Approvers

- A list of individuals who will approve the appointment should be identified before:
 - creating a position description
 - creating an appointment letter, and
 - creating an employment request

- Note: The Request Creator (person who is preparing the employment request) is set up automatically as an approver.

- The chairperson/person responsible for the budget must be identified.
 - A proxy may be designated as well (i.e., the dean may wish the associate dean to approve; the chair may wish the office manager to approve).
 - If the person creating the appointment is the same as the chairperson/person responsible for the budget, the person will need to be entered again for each identified role.

- The dean/vice president must be identified.
 - If this is not applicable for your area, the chairperson/person responsible for the budget should be entered into this role as well.

IMPORTANT: If the approvers are not set-up, the notification system will not work and the application will not move forward for approval. This will delay the hiring process!

- Select “Setup Approvers” from the list on the left of the screen.

- Next, choose a department from the drop-down menu. To view all positions, leave this blank.

SCHOOL OF GRADUATE STUDIES

GRADUATE ASSISTANTSHIPS

Setup Approvers

This page is used to setup Approvers for requests. Click "Add New Approver" to add a new approver. Fill in the required fields and click "Save." To Update an existing row, click "Edit" and make the appropriate changes. To Delete, click "Delete" and confirm the delete.

Search Criteria

Enter a Fiscal Year and/or select a Department and click "Continue" to view results. To view all positions, leave criteria blank.

Department:

CONTINUE

- Now you can either add a new approver- or, if an existing approver is already listed for the hiring department, you can edit/update their information.

- To search for an employee by first or last name, click on the person/spyglass icon.
- **Be sure to hit save before moving to a new screen!**

Step #2- Create a Position Description or Copy Last Year's Description

- Click "Position Descriptions" and select your department/unit.
 - If you are creating a new position description, check to see that the fiscal year is correct for the new entry.
 - If copying the position description to move to the new fiscal year, go to the old description and copy that one.

- Click "Continue" for a list of the current position(s) and/or to "Add Position"

SCHOOL OF GRADUATE STUDIES

Positions

Create New Position

Position Descriptions

Appointments

Create New Appointment

Appointments

Requests

New Employment Request

Requests

Approvals

Pending Approvals

Setup Approvers

Logout

GRADUATE ASSISTANTSHIPS

Graduate Assistant Positions

Search Criteria

Enter a Fiscal Year and/or select a Department and click "Continue" to view results. To view all positions, leave criteria blank.

Fiscal Year:

2024

Department:

▼

CONTINUE

ADD POSITION

POSITION	FISCAL YEAR	HIRING DEPT	TYPE
FORMAT REVIEW AND CULMINATING PROJECT SUPPORT	2024	Graduate Studies	Program 📄
APPLICATIONS AND PROCESSING ASSISTANT	2024	Graduate Studies	Program 📄
RECRUITMENT AND EVENTS ASSISTANT	2024	Graduate Studies	Program 📄
MARKETING AND COMMUNICATIONS ASSISTANT	2024	Graduate Studies	Program 📄

- If you are hiring for the same position for which a position description was previously created, you may simply click on the position and then “Copy Position”.

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.

- Once you copy the position, you will need to enter the new fiscal year for which you are hiring. You may also make any other necessary changes to the description.

Be sure to “Update Position” at the bottom of the page before navigating to a new page.

- If you are hiring a new position, you may click “Add Position” (from the Position Descriptions page) or click “Create New Position” from the left-hand side of the screen.
- Complete the Graduate Assistant Position Description form.

Note required fields (as indicated by asterisk mark (*)). These are necessary in order to create position!

Position Title (unique name to identify position) *

- Be descriptive as possible (e.g., Thesis Reviewer; Outreach Coordinator; English 161 Instructor)

Position Type *

- Teaching Assistantship Research Assistantship Program Assistantship

- Teaching Assistantship: Assigned to participate in undergraduate instruction either by teaching or by providing support services. Under the guidance and supervision of departmental faculty members, teaching assistants may serve as instructors of record, laboratory assistants, or test and paper evaluators. It is expected that this experience will provide teaching experience relevant to a professional career.
- Research Assistantship: Assigned to participate in research or research related tasks directed and supervised by faculty members. These experiences should be educational and provide insight into the way research is conducted.
- Program Assistantship: Assigned to participate in the administration of the appointing unit. Both academic and non-academic units employ administrative assistants. Program support assistants should have the opportunity to learn both office functions and educational management procedures. Duties may be specific to an individual graduate program or service unit and could include working under the supervision of the department’s office manager, the department faculty, or with facilities specific to the department.

Hiring Department * (Source of funding)

Supervising Department * (Location of work)

Direct Supervisor Name(s) *

Responsibilities *

- One to three sentence descriptions of position

Learning Outcomes for Student *

- Provide 3 to 5 bulleted outcomes for the student

Qualifications *

- Are specific skills required? Please list.

Is the position at least 50% teaching or research? *

- Yes (please answer questions below) No

If yes, is the graduate assistant:

- the 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)
- research only?

- The rest of the fields are optional.

Be sure to “Create Position” at the bottom of the page to save your material.

- You may review the position by selecting “Position Descriptions”.
- Choose your department, and then select the position that you would like to review.
- Once you have completed all of these steps, you can then click the paper icon  which opens the position in a word document.

POSITION	FISCAL YEAR	HIRING DEPT	TYPE
FORMAT REVIEW AND CULMINATING PROJECT SUPPORT	2024	Graduate Studies	Program 
APPLICATIONS AND PROCESSING ASSISTANT	2024	Graduate Studies	Program 
RECRUITMENT AND EVENTS ASSISTANT	2024	Graduate Studies	Program 
MARKETING AND COMMUNICATIONS ASSISTANT	2024	Graduate Studies	Program 

- You will need to add: start/end date; hours worked (10 or 20); and salary/stipend amount.
- Now you are ready to print copies, send as an email or attachment or post to [Handshake](#)

IMPORTANT: All position descriptions must be reviewed, and approved, for each fiscal year!

Step #3- Enter New Appointment

Once you have chosen the student that you wish to hire, you are ready to create the appointment letter.

- Click **“Create New Appointment”** from the left-hand side of the screen.
- Select the appropriate appointment.
- If this is a standard GA position, select **“Standard”**; if you are hiring a doctoral student for a full-time GA at the doctoral rate of \$15,000, select **“Doctoral”**. Click **“continue”**.
- A Search for Student box will appear. You can use this screen to search by student ID or name.
- Once you have identified the student from the list, click on their name.
- Click on the spyglass symbol.
- A Search for Positions box will appear. Choose your department and click **“search”**.
- A list of all the positions that have been created for your department will appear.
- Select the position you wish to hire.
- Complete the remaining information on the Graduate Assistant Appointments page.
 - When completing the **“Building”** information, please spell out the full name of the building where the student will be working. This information goes into the appointment letter and will help students who may not be familiar with our acronyms.
- It is necessary to select a funding source for this position.
- Click on **“Add Funding Source”** and a space will be provided where you can add the account number and stipend information.

Funding Source:

Funding Source	Stipend Account	Tuition Account	Amount		
*	*	*	*		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="SAVE"/>	<input type="button" value="CANCEL"/>
			0		

Funding Source Choices:

Graduate Studies = funds that are allocated through the School of Graduate Studies to your department/office.

Grants & Contracts = funds that are from a grant or contract handled through the Office of Research and Sponsored Programs. Note: You must have the funds for stipend and tuition waiver in your account.

Revenue/Student Fees = funds that are from some form of revenue/student's fees charged by the university. Note: You must have the funds for stipend and tuition waiver in your account.

Institutional/M&E = funds that are from a regular departmental budget that is allocated each fiscal year (e.g., departmental budget, dean's budget). Note: You must have the funds for stipend and tuition waiver in your account. Graduate Studies no longer has the funds to provide the tuition match.

Stipend Account is the *account number* that the stipends will be paid from. **Note: A student must be enrolled in 8 or more graduate credits to be eligible for a graduate assistantship.**

- If you were allocated funds by the School of Graduate Studies you will still enter your M&E account number because the funds are moved into the M&E account each time that a check is prepared.
- At this time enter the stipend amount only in the system.
- If the stipend account is being paid from more than one source, you will need to enter two different lines indicating the separate account numbers and the stipend amount being charged against each account.
- Stipend amounts for 2023-24 are:
 - full-time (20 hours per week) full academic year = \$9253.20
 - part-time (10 hours per week) full academic year = \$4626.60
 - optional doctoral stipend remains at \$15,000 for the full academic year (20 hours per week)

Tuition Account is usually the *same account number as the stipend account* unless you are paying the tuition portion of this appointment through a different funding source.

- If you received an allocation through Graduate Studies funds through your dean or vice president, the tuition funds were included within that allocation.
 - Tuition cost for full-time (20 hours per week), 9 credits per term for 18 total credits = \$9,300.06
 - Tuition cost for part-time (10 hours per week), 6 credits per term for 12 total credits = \$6200.04
 - Doctoral tuition cost for full-time (20 hours per week), 6 credits per term for 12 total credits = \$6200.04

Note: Tuition remission is provided at the standard in-state graduate rate per credit. Students are responsible for any tuition differential.

Examples of tuition reimbursement:			
Grants & Contracts	\$4625 =	6 credits/semester	Full-time (1 semester)
Institutional M&E	\$4625 =	3 credits/semester	Full-time (1 semester)
Graduate Studies	\$4625 =	5 credits/semester	Full-time (1 semester)
Institutional M&E	\$4625 =	4 credits/semester	Full-time (1 semester)
If other stipend proportions are used, the tuition remission will follow the proportions of the stipend paid from each funding source.			
<ul style="list-style-type: none"> ▪ If a student is hired for two 10-hour per week positions, the tuition remission will be divided equally between the two departments hiring them. 			

Note: If all required information is not entered, you will receive an error message that indicates any incomplete fields which need to be completed in order to create the appointment.

- Click “**Create Appointment**” at the bottom of the screen.
- Choose either- **previous** (previously employed at SCSU), or **new student** (new or not employed at SCSU during the past 3 years).
 - A letter will appear in Word. Review and edit as needed.
 - The letter may be printed on letterhead, attached to an email, or embedded in the body of the email to the student.
 - The student is presented with the opportunity to accept the position online rather than needing to mail the response back.

If the student is unable to respond using the online method, a printed copy will need to be submitted to the School of Graduate Studies in order to activate this student’s acceptance of the position.

Note: You can check to see the progress of an appointment by logging into the system and selecting “**Appointments**” from the list on the left of the screen.

Appointments Review

- If you would like to review the appointment, click “**Appointments**” from the left-hand side of the screen.
 - Select your department, and then choose a status: Accepted, Pending, or Denied

Note: Until the student has received a letter and accepted the appointment electronically, the application status will remain as pending.

Note: No further action can be taken until the student has accepted the offer!

Step #4 Route New Employment Request

Reminder: The student must accept the appointment offer before you can route a new employment request.

- Click “New Employment Request” on the left-hand side of the screen.
- Enter the student’s name or SCSU I.D. in the search box and then search.
- Click on the student’s name and review all tabbed information.
- Click on the approval tab.
 - The person who created the form, is the first approver.
- Click on the “approved” box to the right of your name.
- Pass this request to the person responsible for the budget, or chairperson, by clicking on the “Send Request to” box and select from the list.

Graduate Assistant New Employment Request

This is to be completed by department/unit requesting a new graduate assistant appointment. To proceed with the request, the graduate assistant must accept the appointment. Review all the information and finalize the request on the Approval tab.

[DELETE REQUEST](#)

Student:

ID:

Position: Marketing and Communications Assistant
Start Date: 10/02/2023 End Date: 05/03/2024

REQUESTAPPOINTMENTPOSITIONELIGIBILITYAPPROVALHISTORY

Department/Unit:	Graduate Studies
Account Number Charged: (Tuition and Stipend)	Graduate Studies

Approvals

- To view all of the requests that need your approval, log into the system with your star id.
- Select “**Pending Approvals**” from the list at the left.
- Refine your results by selecting as much information from the drop-down menus as possible. To view all GA positions in the system, leave all fields blank. Click “continue”.
 - [Special note to deans and vice presidents](#)—on the pending approval screen be certain the fiscal year is correct and leave all remaining boxes blank to receive a list of all approvals assigned to you.

Graduate Assistant Pending Employment Requests

To update request information click on the student's name. To create a new request, click on "Create New Request."

Search Criteria

Enter a Fiscal Year and/or select a Department and click "Continue" to view results. To view all positions, leave criteria blank.

Fiscal Year:
2024

Department:
210301 - Graduate Studies

Request Type:

CONTINUE

- If you wish to approve several individuals, select **"Batch Approvals"** from the left side of the screen.
- Find the student(s) that you wish to hire and click on their name(s).
- Use the navigation tabs to review all information for each student.

Total Requests:0

STUDENT	REQUEST TYPE	POSITION	DEPARTMENT	APPOINTMENT TYPE	START DATE	I9 STATUS	W4 STATUS	NEXT APPROVER
No requests match the search criteria.								

- Select "Update Approval" at the bottom of the screen to forward the employment request to the next approver, or to the Graduate Office (if complete).

Be sure to save any changes, by clicking "update approval" at the bottom of the page.

Update Requests

- To update request information, select "Requests" from the left-hand side of the screen.
 - Refine your results by selecting as much information from the drop-down menus as possible.
 - To view all GA positions in the system, leave all fields blank.
- Find the student that you wish to hire and click on their name.

Keeping Track of Employment Requests

- To review the requests that have been made by your department you need only click on “Requests” on the left of the screen.
 - A list of students and information will appear.
 - Once the request is submitted to Graduate Studies, the student’s enrollment, and other necessary paperwork is checked. If everything is in place, the request is put into the student payroll system to set up payment. This step adds the student to a list of individuals that are eligible for tuition waivers.
 - To receive tuition remission the student must be enrolled full-time by the fifth day of the semester.

On your Requests page, you can see the status of each request on the right side of the list – The system will note if the I-9 and W-4 documents are on-file (processed and eligible for hiring or “Not on file”). You can also see who still needs to approve (Creator, Chairperson, Dean/VP, Sponsored Programs, or Graduate Studies). Only when the system shows “Complete” has a work authorization been created for the student.

APPOINTMENT TYPE	START DATE	I9 STATUS	W4 STATUS	NEXT APPROVER
Full Time - Spring Semester 2024	01/02/2024	Not on file	Not on file	GraduateStudies
Full Time - Full Academic Year 2024	08/15/2023	On file	On file	Completed
Full Time - Full Academic Year 2024	08/15/2023	On file	On file	Completed

Change to Employment Request Already Submitted

- To request a change be made or a termination of an employment request for the current term you should contact the School of Graduate Studies. Send an email with the subject line “GA Change Request” to graduatestudies@stcloudstate.edu or call 308-2113 with questions.
- Any other change would be handled by terminating the current Employment Request at the end of the semester. A new Employment Request could then be submitted for the next semester, with the corrected information.

Glossary of Tabs

Create New Position: Creates a document 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. This must be completed 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.

Position Descriptions: Shows a list of the position descriptions that have been created for your department for a given fiscal year. This can be used to update the position description for the next fiscal year rather than creating a new one.

Create New Appointment: This tab is used to complete the form that is needed for each unique graduate assistant appointment in your department or unit.

Appointments: All the appointments that have been made for a given fiscal year are listed on this page. This page will enable you to update appointment information or to create the letter for the student.

New Employment Request: This tab cannot be used until the student has accepted the appointment offered them. Once that is done the appointment can be approved and sent forward.

Termination Request: To request a termination of an employment request for the current term you should contact the School of Graduate Studies. Send an email with the subject line "GA Change Request" to graduatestudies@stcloudstate.edu or call 308-2113 with questions.

Requests: This tab can be used to check on any appointment that has been made by a department to check on the progress. Once completed, Graduate Studies will submit the work authorization through payroll to allow for the student's stipend to begin.

Pending Approvals: This tab is used to check whether there are any appointments that have yet to be completed, and shows what stage they currently are at.

Setup Approvals: This tab is used to set up the authorized individuals that are going to be used to approve any appointment that is processed through a given department/unit.