

College of Arts and Sciences Graduate Assistantships

A limited number of graduate assistantships are offered to departments with graduate degree programs, as well as to other administrative offices.

Requirements

To obtain a graduate assistantship a student must meet the following requirements:

- 1) Be approved for regular admission to a graduate degree program.
- 2) Maintain academic good standing. If a student's grade point average falls below a 3.00 (academic warning), the student will have next semester or summer term to improve and return to good standing before termination of the assistantship. Should a student fail to return to good standing after the next semester or summer term, or should a student receive academic exclusion and be dismissed from the degree program, the assistantship will be terminated at once.
- 3) Enroll for 6 – 12 hours for fall and/or spring, and 3 - 9 hours for summer.
- 4) Submit a completed graduate assistantship application form, if chosen for the position, a completed graduate appointment form must be submitted to the dean of the School of Liberal Arts and Sciences. If hired for subsequent semesters, please submit the Graduate Assistantship Re-Hire form.

Job description

Graduate assistants provide educationally beneficial assistance to the departments which award the assistantships. By policy, graduate assistantship duties should be relevant to students' major field of study and shall be of academic value. The graduate assistant's supervisor should go over the job description with the student so that the GA is aware of what is expected of them by the department and university.

Students are only eligible for the financial assistance provided by the graduate assistantship for three years applicable to the completion of one graduate degree.

Graduate assistants are required to work an average of 10 - 15 hours per week.

Orientation

All students who receive a graduate assistantship position are required to attend an orientation session sponsored by the Human Resource department. There are also forms that must be filled out in order to be paid.

Fees

In lieu of the usual matriculation fees charged, all graduate assistants are required to pay a special matriculation fee of \$25.00. As of fall 2006 Graduate Assistants must pay for health insurance or demonstrate through Pearce and Pearce, Inc. that they have approved group insurance. <http://www.studentinsurance.com>. The assistantship does not cover any other student fees (parking, laboratory, health, technology, etc); therefore the GA is responsible for these fees.

Payments

Graduate Assistants will be paid one fourth of their stipend on each of the monthly payroll dates determined by the Office of Fiscal Services.

Feedback and Evaluation

After the midpoint of each semester, each Graduate Assistant will provide feedback about the experience. This feedback will be a chance to discuss the benefits and any concerns or ideas for improvements. The feedback form goes to the Dean of the School of Liberal Arts and Sciences and is confidential. The supervisor will also evaluate the student's performance in the position at the same time. Both forms are required to continue the assistantship.

Please contact the Graduate Coordinator in your degree program for more information:

Biology	Dr. Bill Wolfe (478)445-3464	bill.wolfe@gcsu.edu
Creative Writing	Dr. Martin Lammon (478)445-3508	martin.lammon@gcsu.edu
Criminal Justice	Dr. Gerald Fisher (478)445-0940	gerald.fisher@gcsu.edu
English	Dr. Elaine Whitaker (478)445-4581	elaine.whitaker@gcsu.edu
History	Dr. John Fair (478)445-3520	john.fair@gcsu.edu
Logistics Management	Dr. Glenn Easterly (478)327-7376	glenn.easterly@gcsu.edu
Music Education	Dr. Patti Tolbert (478)445-4966	patti.tolbert@gcsu.edu
Public Administration	Dr. Jerry Herbel (478)445-7394	jerry.herbel@gcsu.edu