Graduate Assistant Orientation
Overview of Important Information

1. **Eligibility:** In order to receive an assistantship position, you must have regular admission to your program, be enrolled in at least 6 graduate hours per semester, and be in academic good standing. If your grade point average falls below 3.0 (academic warning) you will have one semester to improve and return to academic good standing before termination of the assistantship. Should you fail to return to good standing after one semester or receive academic exclusion, your assistantship will be terminated at once. No student will be eligible to receive an assistantship position beyond 24 months or the completion of one graduate degree.

2. **Fees:** In lieu of the usual matriculation fees charged, all graduate assistants are required to pay a special matriculation fee of $25.00. The assistantship also allows the university to waive the out-of-state fees. The assistantship does not cover any of the student fees; therefore, the student is responsible for paying athletic, student activity, health, technology, parking and any laboratory fees. Graduate Assistants must pay for health insurance or demonstrate through Pearce and Pearce, Inc. that they have approved group insurance.

3. **Semesters:** Graduate Assistants are usually hired during fall and spring semesters. Tuition for Maymester courses and workshops are not covered by your assistantship. Rarely are assistantships available during the summer.

4. **Hours:** General and Early College Graduate assistants are required to work an average of 19-20 hours per week for a total of 300 hours during the fall semester and 300 hours during the spring semester. M.A.T. graduate assistants are required to work an average of 10 hours per week for a total of 150 hours during the fall semester and 150 hours during the spring semester. Your work schedule starts on the first day of classes and runs through the last day of final exams. Because of liability issues, please do not work before or beyond that time period.

5. **Payroll:** All GCSU employees are required to participate in direct deposit to receive their pay. You will receive 8 equal installments; the first one will be issued the last working day in September. It may be in a check format rather than direct deposit.

6. **Job Description:** Each assistantship position has a job description which your supervisor will go over with you. If you have not reviewed your job description, please do so prior to beginning your assistantship or as soon as possible. It is important that you know what your position entails and what is required of you.

7. **Evaluation:** Each semester an evaluation is required of you. Your feedback will be used to help improve the Assistantship program and the overall experience graduate assistants receive. All information is confidential and will not be viewed by your director supervisor. The evaluation is a **required component** of your assistantship that must be completed and returned to the assistant dean by the last day of final exams for each term that you are employed. Your supervisor will be evaluating you each semester. Additionally, you will turn in a task log each month to the asst. dean.
8. **Forms**: Below is a list of forms that you will need for your assistantship. Also included are the dates they are due. All are found on the COE Intranet under Forms then Graduate Assistant Forms at [http://intranet.gcsu.edu/college-education/ga](http://intranet.gcsu.edu/college-education/ga)

   1. **Weekly Task Log**
      
      You keep track of your hours daily; your supervisor signs your hours weekly. You turn in your completed monthly log to the COE Asst. Dean the **last day of the month**.

   2. **Graduate Assistantship Feedback**
      
      You will turn in a feedback form on your assistantship once each semester. They are due to the COE Asst. Dean during **final exams**.

   3. **Graduate Assistant Evaluation**
      
      Your supervisor must turn in this evaluations to the COE Asst. Dean for you by **November 15** in order for you to receive your spring tuition waiver by the first billing date. Please help your supervisor meet this deadline. Your supervisor also evaluates you in **April** for your spring semester’s work.

   4. **Separation Check List**
      
      When you stop your assistantship (usually when you graduate), you must complete this form.

9. **Office Space**: For those of you working in the COE, you have use an office in Terrell 301. Please sign out for a key with Keisha Foston in Kilpatrick 220.

10. **Contacts**: I will use your official GC email for sending messages to you. My contact information is
    
    Carol H. Bader  
    Asst. Dean of Education  
    CBX 70, GCSU  
    Milledgeville, GA 31061  
    carol.bader@gcsu.edu (478) 445-4056  FAX: (478) 445-6582

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Graduate Assistant’s Name (Please Print)

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Signature                      Date