

# Graduate Assistant Manual



**RHODE  
ISLAND  
COLLEGE**

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## **Introduction**

Graduate Assistantships offer many opportunities for professional development while providing a small stipend and a tuition waiver. Assistantships are available in academic, student support and administrative offices.

## **Rhode Island College Statement of Nondiscrimination and Affirmative Action**

*As Accessed [Here](#), April 2019*

Pursuant to the philosophy of the Board of Education and the Council on Postsecondary Education, Rhode Island College prohibits discrimination, including harassment and retaliation, on the basis of race, color, creed, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a special disabled veteran, recently separated veteran, Vietnam era veteran, or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized. Rhode Island College also prohibits all forms of sexual harassment and sexual violence.

## I. Hiring Process

### a. Eligibility

Graduate and Teaching Assistantships are limited to accepted degree candidates (including international students in the students in the F-1 or J-1 visa categories) who will be enrolled full time in their graduate plan of study for the 2019-2020 academic year.

Students holding appointments as Graduate Assistants will be considered by the College as having full-time status with a minimum of six credits each semester. Graduate Assistants may not register for more than nine credits without prior written permission from the appropriate Academic Dean.

It is appropriate for prospective students who have applied to graduate programs but are not yet matriculated to apply for Assistantship positions for the upcoming academic year.

Awards are based on academic achievement and needs of academic, student support and administrative offices. Assistantships may be revoked at midyear due to poor job performance or if students do not maintain a B average in their course work.

### b. Application process

Graduate Assistant opportunities are posted during the Spring Semester for the upcoming Academic Year. Postings may be found on the Graduate Studies' webpage [here](#). Graduate Assistantship postings are submitted by the office and must include the responsibilities, requirements, professional development opportunities and contact information for the specific position.

The Graduate Assistant Application, linked on the Graduate Assistant Opportunities page, should be sent directly to the position supervisor, as listed on the specific posting, along with any other required documents. Students may apply to as many positions as suits their skills and interests. **Applications are due by March 15<sup>th</sup>.**

The supervisor, or their designee, will contact applicants about the interview process. Each program or department has its own schedule for interviewing, but most will conduct interviews in March or April and make their appointments by June 15<sup>th</sup>.

#### *Re-appointment*

GAs who would like to continue in their position for the following academic year should speak to their supervisor. Procedures and policies on re-hiring vary by position.

### c. Hiring

Upon a candidate's acceptance of a position offer, The Office of Graduate Studies will be notified. Official appointment letters will be sent out, via email, in late spring to the candidate and the supervisor. Appointment emails will be accompanied by hiring paperwork that must

be processed through RIC's Career Development Center before the end of the semester. A Graduate Assistant **cannot** begin working until the CDC has processed this paperwork.

The Graduate Assistant, Office of Graduate Studies and position supervisor will all be notified when the CDC has approved the paperwork and the student can begin to work.

### ***Returning GAs***

While some forms are kept on file for three years, the Graduate Assistant Employment form **MUST** be submitted every academic year. Please contact the CDC with any questions.

## **II. Schedule**

The assistantship work schedule should be determined and agreed upon by both the student and supervisor. Full-time assistants will work 20 hours a week, while part-time assistants work 10 hours. Hours may include evening hours and are not tied to official college business hours.

It is advisable that GAs and their supervisor arrange the work schedule before the start of each semester. As Graduate Assistants are students first, assistantship schedules should be planned around the student's academic obligations. Some positions have more rigid schedule requirements than others. If this is a concern for either supervisor or student, it should be addressed in the hiring stages.

Please note that students cannot work over 20 hours a week on campus during the academic semesters, and therefore cannot hold other on-campus positions. If students are awarded work study as part of the financial aid package, they should contact the Office of Graduate Studies to inquire on options for utilizing both.

### **a. Start Date**

The official start date for assistantships is the first day of the academic year. Some positions require GAs to begin work during the summer, due to training or office needs. If this is the case, hours worked during the academic year will be adjusted accordingly.

### **b. Holidays and Breaks**

Graduate Assistants are not required to work during holidays or academic breaks. Please refer to the [academic calendar](#) for college observed holidays. **GAs are not required to make up hours missed for holidays.**

### **c. Inclement Weather Policy**

In the event of inclement weather, the College may decide to cancel classes and campus activities. While college offices may remain open, Graduate Assistants are not required to report for scheduled hours. Additionally, GAs are not required to make up **hours missed due to inclement weather**. Stipend disbursements will not be impacted.

See [here](#) for more information on college cancellation procedures.

**d. End Date**

Graduate Assistants are not required to work during fall or spring finals weeks. The last day GAs will be required to work is their last scheduled shift before the end of the academic semester.

**e. Alternate Arrangements**

Graduate Assistants are expected to fulfill their hours during the course of the academic semesters, unless there is mutual agreement on a different schedule. At the discretion of their supervisor, some graduate assistants may arrange to work during winter or spring breaks or finals week in exchange for adjusting hours during the semesters. Please speak to the supervisor about making such an arrangement.

**III. Compensation**

**a. Tuition Waiver**

Full-time positions are accompanied by a waiver of all tuition for courses at Rhode Island College for the academic year and for one summer (the summer previous or following the appointment). Students with half-time positions receive a waiver of half tuition for courses at Rhode Island College for the academic year and one summer. However, other fees are the responsibility of the student.

The Bursar's Office will be notified by the Office of Graduate Studies of appointments and will apply the waiver. Typically, they will be posted within the first week of the semester. If there is a change in course load after the beginning of the semester, please notify the Office of Graduate Studies to ensure the correct waiver is applied. If the waiver is not applied to your bill, please contact the Office of Graduate Studies.

**b. Stipend**

Full-time Graduate Assistants receive an annual stipend of \$3,500. Half-time GA's receive \$1,750. GAs beginning partially through a semester or between semesters will receive a pro-rated stipend amount.

When submitting your hiring forms, please make a payroll selection [here](#). Graduate Assistant stipends are dispersed to the chosen payment option on a bi-weekly basis. The stipend will be evenly distributed across the full academic year, including winter and spring break. The student Payroll schedule may be found [here](#).

If you encounter any issues with stipend or tuition waiver, please contact Alexis Gorton-Rogel, [arogel@ric.edu](mailto:arogel@ric.edu) or [graduatestudies@ric.edu](mailto:graduatestudies@ric.edu)

### ***Health Coverage***

Since graduate and teaching assistants are not considered full-time employees of the state, they are not eligible to participate in any of the group medical coverage programs. Health insurance is available for graduate students as well as for their spouses and their children. Please contact Health Services (456-8055) for more information.

#### **IV. Responsibilities**

Graduate assistantships vary greatly across offices and departments. Individual job postings include an overview of the expected roles and responsibilities.

Assistantships may involve such activities as preparation for and supervision of laboratory sections, assistance with classroom instruction, assistance in student support services, research and data collection. The student may be required to devote a maximum of 20 hours a week to such work, not more than 10 hours of which may be in classroom contact hours, during the regular semester.

If concerns arise regarding responsibilities or assigned roles, please contact The Office of Graduate Studies [graduatestudies@ric.edu](mailto:graduatestudies@ric.edu) or Dr. Leslie Schuster, Interim Dean of Graduate Studies [lschuster@ric.edu](mailto:lschuster@ric.edu).

#### **V. Confidentiality**

In most offices, Graduate Assistants will be working with some level of sensitive information. While some offices/departments have confidentiality agreements specific to their work, this manual includes a general confidentiality agreement for all other Graduate Assistants to follow. This should be kept on file with the position's supervisor.

#### **VI. Concerns or Questions**

If there any questions on topics not covered in this manual, please feel free to reach out to The Office of Graduate Studies ([graduatestudies@ric.edu](mailto:graduatestudies@ric.edu)) or Dr. Leslie Schuster, Interim Dean of Graduate Studies ([lschuster@ric.edu](mailto:lschuster@ric.edu))

For questions regarding tuition waiver or stipend, please contact Alexis Gorton-Rogel ([arogel@ric.edu](mailto:arogel@ric.edu))

For concerns regarding scheduling, responsibilities or personnel issues, please speak to your supervisor first. If further assistance is needed, please feel free to contact Dr. Leslie Schuster ([lschuster@ric.edu](mailto:lschuster@ric.edu)).

## Application for Graduate Assistantship

There are a limited number of Graduate Assistantship positions each year. Assistantships are available to graduate students matriculated in degree programs. The **deadline for applications is March 15** and the positions begin at the opening of the fall semester and end on the last day of the spring semester.

For information on Assistantships please consult the Graduate Studies website and follow the details on the individual postings for prerequisites and contact information.

<http://www.ric.edu/graduateStudies/opportunities.php>

For questions, contact Dr. Leslie Schuster, Interim Dean of Graduate Studies [graduatestudies@ric.edu](mailto:graduatestudies@ric.edu)

### APPLICANT INFORMATION

Full Name: \_\_\_\_\_  
*Last* *First* *M.I.*

\_\_\_\_\_  
*Other name under which your records may appear (e.g., maiden name)*

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

\_\_\_\_\_  
*City* *State* *ZIP Code*

\_\_\_\_\_  
*E-mail address*

Phone: Home ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_

Date of birth \_\_\_\_\_ Country of Citizenship \_\_\_\_\_

### DEGREE AND GRADUATE PROGRAM:

Graduate program \_\_\_\_\_

Date of matriculation \_\_\_\_\_ or Date of Application \_\_\_\_\_

I attest that the information above is true and accurate to the best of my knowledge.

Signed \_\_\_\_\_

Date \_\_\_\_\_

#### Notice of Affirmative Action and Nondiscrimination

Pursuant to the philosophy of the Board of Governors of Higher Education, and Rhode Island College and its administration, the College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, sexual orientation, disabled veteran, veteran of the Vietnam Era, or citizenship status. This nondiscrimination policy encompasses the operation of the College's educational programs and activities, including admissions policies, scholarship and loan programs, athletic, and all other programs. It also encompasses the employment of College personnel and contracting by the College for goods and services. Rhode Island College is committed to taking affirmative action to ensure that this nondiscrimination policy is effectively observed in all the College's endeavors.



## Office of Graduate Studies

### GRADUATE ASSISTANT ACKNOWLEDGMENT OF CONFIDENTIALITY

- As a student employee, intern, and/or Graduate Assistant in the \_\_\_\_\_, I understand that I will be working with sensitive and confidential information.
- I understand that what I learn in this office about Rhode Island College students, personnel, faculty and/or activities must remain in this office and is not to be discussed with anyone else, including any parties involved. Further, Discussions in the office must be limited to business purposes only.
- To protect confidential information, I shall assume that all information is confidential, unless I am told otherwise by my supervisor.
- I understand that I cannot access confidential information for any reason other than for my assigned position duties.
- I understand that alteration or misuse of RIC identification cards, records, documents, or computer data is not acceptable and I may face legal ramifications for doing so.
- I understand that I am potentially subjecting RIC to litigation for violation of the Family Educational Rights and Privacy Act if I break the confidentiality of this office. If I violate any of the above, I will be held accountable by the University Student Conduct system for failure to comply with directions of a College official. I understand that I may be subject to dismissal from my position if I have violated any of the above.

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Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

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Supervisor \_\_\_\_\_ Date \_\_\_\_\_