
GRADUATE ASSISTANTSHIPS

Policies & Procedures

The Georgian Court University graduate assistantship program provides graduate students with the financial resources necessary to pursue their degrees. This financial support—stipend, tuition remission, and benefits—is part of the University’s commitment to the success of our graduate students.

Graduate Assistants are, first and foremost, graduate students pursuing an education. The opportunity to work closely with faculty members and undergraduate students in living learning communities, research, or administrative environments is an integral part of that education. Georgian Court University is committed to ensuring that graduate assistant assignments are productive, enhances student learning, meet funding support and workload goals, and are consistent with the educational objectives of the student and his or her program.

Graduate students who hold assistantships benefit educationally and professionally. They develop professional expertise, enhance research skills and acquire experience in leadership, interpersonal effectiveness, administrative experience, and benefit from collegial collaborations with faculty mentors and administrators. Skills learned in assistantships prepare students not only for the educational setting, but the workforce.

Eligibility and Application Process

Candidates applying for graduate assistantships must be a graduate student or a prospective graduate student. Matriculated graduate students who have been accepted in a degree or certificate program are eligible to participate in the Graduate Assistantship Program. Special consideration may also be given to students who require a semester of pre-requisites for their approved program. A letter of acceptance and recommendation must be received from the dean of the specified school.

A prospective student may apply for a graduate assistantship at the same time when applying for admission. However, the applicant cannot be accepted as a graduate assistant before being accepted as a graduate student. If prerequisites are required for the program, they must be approved by the dean of the school prior to being granted an assistantship.

A list of all available graduate assistantships for an academic year can be obtained from CareerLink, College Central or by contacting the Office of Career Services. Please note, this list is constantly changing, as new graduate assistantships become available, and as open positions are filled. Each position is accompanied by a description of required skills, as well as indication whether priority for a specified position is given to students enrolled in a particular program or department.

Candidates whose skills most closely match the needs of the Georgian Court University office or department requiring assistance will be asked to interview for the graduate assistant position. All applicants must be notified of their status regardless of whether they have been accepted or denied a position. A timeline of the application process, procedures, application, and deadlines can be found on the GCU Graduate Assistantship webpage.

Types of Graduate Assistantships

The term "**Graduate Assistant**" or "**GA**" is an umbrella term for two different categories of responsibilities performed by full-time graduate students who have been awarded an assistantship. The categories of graduate assistantships and the differences among them are as follows:

Graduate Assistants (ADMINISTRATIVE) have responsibility for a broad range of carefully defined professional support functions. Duties may include researching topical subjects, preparing statistical reports, and other unique duties as assigned by their supervisors.

Graduate Assistants (RESIDENTIAL) Residential Graduate Assistants live in residence and provide leadership to two living learning communities, i.e. *Sustainability and Outdoor Adventure* and *International Cultures and Gateway to the Arts*. Additionally, these Graduate Assistants may be asked to serve as on-call duty respondents, as well as assist with the

administrative support functions for the Office of Residential Life. They receive accommodations in a single room in a residence hall with a full meal plan.

Assignments and Supervision

Departments employing graduate assistants conduct regular supervision and evaluation of the graduate assistant's performance. Departments must provide the graduate assistant and the Office of Career Services with a written description of the duties the graduate assistant is expected to perform at the time the position is offered. Generally, the duties performed by the graduate assistant are to be congruent both with educational level of the student and the category of assistantship.

Appointment Period and Scheduled Hours

Since the duties, responsibilities, working conditions and stipends vary by type of assistantship, comparisons may lead to false conclusions. The Office of Career Services monitors compensation to help ensure it is reasonable and equitable across the University. Graduate assistants are generally appointed yearly for a nine-month period (September 1st-May 31st), with the exception being Residence Life graduate assistants due to their roles in the Residence Halls.

Appointments generally begin at the discretion of the department. Normally, students pursuing a master's level degree hold an assistantship for two years. Departments must consider performance before a graduate assistant is reappointed. Due notice to the graduate assistant is required if the student's assistantship will not be renewed. Graduate assistants are typically expected to be available for assignments 20 hours per week throughout their appointment period.

Graduate Assistants follow the University Administrative Calendar and are expected to function within the structure of their specific department. Except for a mutually agreed upon schedule adjustment, graduate assistants are obligated to follow the regular schedule of their respective offices. Assistantships are designed to contribute to the students' academic and professional development. Scheduled hours missed due to illness, or mutually agreed upon adjustments, for matters such as exams are to be made up at mutually agreed upon times. Residential Graduate Assistants must consult with their direct supervisor to arrange for days off, including holidays. Due to the unique operation and function of residence life, graduate assistants in residence may be required to be available and "on call" as part of a rotating residence life schedule.

Stipends and Scholarships

Full-Year Graduate Assistants – will work 20 hours per week for nine months for which they receive tuition remission for a total of 18 credits per year (9 credits in the fall & 9 credits in the spring), and a \$100 stipend per month (September-May). The student is responsible for all fees above and beyond the 18 credits of tuition remission per year.

Semester Graduate Assistants – will work 20 hours per week for 14 weeks for which they receive tuition remission for a total of 9 credits per semester either Fall or Spring and a \$100 stipend for the months worked during that semester. The student is responsible for all fees above and beyond the 9 credits of tuition remission per semester.

In some instances, depending on the student's degree program, required course/s may not be offered during the semester enrolled. In such cases, the student must obtain a waiver from the dean of the school in which he/she is enrolled and present it to the direct supervisor and the Office of the Dean of Students. The student will still be able to persist in his/her role as a graduate assistant.

Courses subject to tuition waivers would be only those courses applicable to the student's graduate degree program, unless authorized by the dean of the department and/or Provost. If a graduate student wishes to enroll in a course that is not a part of the degree program, in which the student is matriculated, the student shall be fully responsible for the payment of tuition for the course.

The tuition grant may not be used to audit a course. A graduate assistant who desires to audit a course should request audit status during pre-registration/registration and complete the appropriate form in the Registrar's Office. Periodically, graduate students may find that they must take an undergraduate course, or a course not included in the prerequisite or degree requirements in order to master a set of skills necessary to engage in graduate study. Graduate Assistantships do not cover tuition for such courses; thus, graduate students carrying graduate assistantships must pay tuition for such courses out of pocket. The exception to this policy comes when a program agrees to grant credit for such a course on a substitution basis within the program.

Graduate assistants are responsible for paying all University fees in a timely fashion. No late fee should be charged to a department because of the tuition fee not being processed in a timely fashion by the student. If this should occur, the graduate assistant will be held responsible for the payment of any late fees.

Summer Employment

Graduate assistantships are for the academic year, except in some cases where graduate assistants are expected to work through the summer. No graduate assistant is guaranteed summer employment, nor does employment over one summer guarantee employment the following summer.

Resignation and Termination

A graduate assistant who resigns prior to the end of his/her appointment is liable, on a pro-rated basis, for payment of all tuition and fees applicable to the semester in which the resignation takes place. Graduate assistants must maintain a 3.0 cumulative grade point average. If the grade point average falls below a 3.0, the graduate assistant will be placed on strict probation for the remainder of the academic year. If, at the end of that academic year, the student has not achieved a grade point average of a 3.0 or above, the graduate assistantship may not be renewed for the following academic year. If the graduate assistant receives a failing grade in a course, the graduate assistant is responsible for the cost of the failed course.

The maximum time frame for receiving a graduate assistantship is 3 years or upon completion of degree, whichever comes first. Students seeking to switch degree programs while they are in receipt of an assistantship must obtain written approval from the chair and/or dean of both degree programs as well as approval from the Dean of Students and Provost prior to changing his or her program. Graduate assistants are responsible for completing the appropriate paperwork via the Registrar's Office.

As students, Graduate Assistants are expected to adhere to all policies that govern student conduct. This includes the GCU Student Code of Conduct and the GCU Sexual and Gender Based Misconduct Policy. Prior to the termination of any Graduate Assistant for behavioral misconduct or poor work performance, supervisors must document all relevant incidents and meet with the Dean of Students. In appropriate cases, a written warning and a plan for improvement should always precede termination.

Other Employment

Additional work or restriction that may impact a graduate assistant's performance should be reviewed and approved by the graduate assistant's immediate supervisor.

Hiring Procedures for Departments and Supervisors

A department or program seeking a new graduate assistantship must submit a job description to the Office of Career Services justifying the 20 hour/ week need in the office, along with the duties required. That request will be sent to the Office of the Provost and reviewed at a meeting with the President's Cabinet. Once approved, the respective office must follow the provided timeline and requirements in interviewing, hiring and onboarding their GA.

An offer of an assistantship should be made only in writing by the Director of Career Services and signed by the student. The supervisor of the department or program will adhere to the items contained therein, including all the rights, responsibilities, duties, and expectations of the position. A job description for the position should also be provided to the candidate. Upon receipt of a signed letter of appointment (see sample letter) from the successful candidate, several forms must be completed (see below) by contacting the Office of Career Services at 732.987.2602.

All open graduate assistantships are administered and monitored within the Office of Career Services. Each month, the Office of Career Services provides notification of the status of each graduate assistantship position to the Office of Financial Aid, Student Accounts, and the department of Human Resources for the appropriation of monthly stipend and tuition grant for each graduate assistant, in accordance with the type of graduate assistantship.

Required Documents for Graduate Assistants:

- ❖ **Graduate Assistantship Application:** Newly appointed graduate assistants must complete the graduate assistantship application with their graduate application for admission (Please see PDF).
- ❖ **Graduate Assistant Award Notice:** For each graduate assistant, both new and returning, the graduate assistant's supervisor must complete and forward a Graduate Award Notice to Office of Career Services. The form will then be forwarded to Human Resources and Financial Aid so that the graduate assistant's balance due is adjusted for the tuition grant awarded.
- ❖ **Letter of Appointment:** All hiring departments/supervisors must provide to each graduate assistant, both new and returning, a formal letter of appointment each academic year. A letter of appointment should state the starting and ending dates of the graduate assistant appointment, as well as the amount of the stipend, the number of credits allowed and the standards of satisfactory job performance and academic performance. It should be made clear to the graduate assistant that he/she must meet appropriate academic standards, as determined by his/her respective program, and that program academic standards must be maintained to retain the assistantship. The appointment letter should be sent by the Director of Career Services. The graduate assistant must sign and return a copy of the letter indicating his or her acceptance of the terms and conditions of the appointment.
- ❖ **Job Description:** All hiring departments must provide the graduate assistant with a written job description. A copy of the job description must be sent to the Office of Career Services.
- ❖ **Immunization Record:** All new graduate assistants must provide a valid record of immunization or evidence of immunity as a condition of admission or enrollment. For more information, please contact Health Services.

Please note: The Graduate Application, Award Notice, Appointment Letter, and Job Description should be submitted to the Office of the Dean of Students for prompt processing. Sending forms to other offices may delay the processing of the graduate assistant's stipend and/or tuition grant.

Orientation and Training

The Office of Career Services provides general information and acts as the University liaison for Graduate Assistants. Both supervisors and graduate assistants **MUST** participate in the formal training and orientation session/s provided by the Office of Career Services to fulfill the requirements for receiving and maintaining graduate assistantships. Departments may also conduct their own supplemental orientation and training programs.

Administration and Supervision

Graduate Assistants at Georgian Court University are under the direct supervision of the department, program, or unit that offers the appointment. The department determines the GA's assignment, supervises his or her work, and recommends him or her for reappointment. The department is the primary source of information for the details of the assistantship. Within the department, the GA's work assignment is determined by the department chair, director, faculty member and any duly appointed person.

Each Residential (Living Learning) graduate assistant is assigned a faculty mentor who is responsible for providing direct supervision and support to the graduate assistant. Additionally, Living Learning graduate assistants must participate in all residence life training sessions and are considered paraprofessionals within Residence Life. As such, graduate assistants serving in this capacity also report to the director of residence life and are expected to be actively engaged and involved in the core functions and responsibilities within Residence.

The performance of the graduate assistant will be evaluated according to the criterion established by the department in which the student performs her/his responsibilities. An unsatisfactory performance evaluation is grounds for termination of the assistantship.

APPLICATION *for* Graduate Assistantship

Name: First _____ M.I. _____ Last _____

Birth date _____ Social Security number _____

Current address _____

Telephone (_____) _____

Permanent address _____

Telephone (_____) _____ E-mail Address _____

Address _____

Degree program (check/complete one)

- Applied Behavior Analysis
- Clinical Mental Health Counseling
- Education
- Holistic Health Studies
- Homeland Security
- Business Administration
- School of Psychology
- Theology

Expected date of graduation _____

Semester/Academic Year for which the assistantship is being requested _____

List in chronological order the colleges/universities which you have attended:

Name of institution; Dates of attendance; Degree and Date Received

List employment experience in chronological order:

Date(s) Employer/Address/Position **OR** Attach your resume with application.

Rank the type of assistantship that you are requesting (i.e., first choice, second choice, third choice).

First: _____; Second: _____; Third: _____

Describe the specific skills/experience which you believe would enable you to perform the duties of a graduate assistant.

Give the names and contact information of three people to support your application for an assistantship.

Have you previously held a graduate assistantship? Yes No
If yes, give name of institution/department, immediate supervisor and dates.

List any honors, awards or special recognition which you have received.

Have you been fully accepted as a graduate student (degree or non-degree status) at Georgian Court University?

Yes No If degree-seeking, what program? _____

Do you possess a valid driver's license? Yes No If yes, please complete the following information:

State of issuance/driver's license number/expiration date: _____

Class: (Circle one) A B C D E F G M

Have you ever been convicted of a criminal offense? Yes, if yes, list charge(s) No

Note: *Omit minor vehicle violations and any offense committed before your 17th birthday which was finally adjudicated in juvenile court or under a youthful offender law. Conviction of a criminal offense is not a bar to receiving an assistantship in all cases. Each conviction is evaluated individually.*

Date Disposition/Status; Where convicted: _____

Are you legally authorized to work in the United States? Yes No

If response is No, please explain:

PLEASE READ CAREFULLY THE FOLLOWING STATEMENTS

AUTHORITY TO RELEASE INFORMATION: By my signature, I consent to the release of information to authorized officers, agents, and/or employees of the University which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorizing appropriate officers, agents, and/or employees of GCU to make inquiries to third parties such as credit bureaus. I further release the organization, educational entity, present and former employers, law enforcement organizations, and all third parties from all claims of whatever nature that I may have because of any inquiry or response given to such inquiries made in connection with my application for an assistantship.

Signature _____ Date _____

CERTIFICATION OF APPLICANT: By my signature, I affirm, agree and understand that all statements on this form are true and accurate. Any misrepresentation, falsification or material omission of information or data on this application may result in exclusion from further consideration or, if selected, termination of the assistantship.

Signature _____ Date _____

Your application for graduate admission and acceptance will be verified with the Graduate Admissions Office. prior to any offer of an assistantship. YOU MUST BE ADMITTED INTO A GRADUATE PROGRAM TO BE ELIGIBLE FOR AN ASSISTANTSHIP.

Send completed application for graduate assistantship position to:

Office of Career Services
Georgian Court University
900 Lakewood Avenue
Library - Room 107
Lakewood, New Jersey 08701

Sample Letter of Appointment

Today's Date

Mr. /Ms. Graduate Assistant

Address

Address

Dear XXX

It is with great pleasure that I offer you the position as Graduate Assistant for (department) for the academic year XXXX-XXXX, effective (beginning date) and ending (ending date). This position provides you with tuition remission up to *the number of credits required for you to complete your program, (maximum 9 credits per semester)*. Tuition remission will not cover courses that do not apply to your degree, nor will it cover courses beyond the number of credits you need to graduate.

You will also receive a stipend of \$XXX/month, to be paid over 10/12 months. As a Graduate Assistant, you will be assigned a variety responsibilities, such as teaching, research, administrative support, and other duties as assigned for the (department). Please be aware that you must maintain a GPA of 3.0 to retain this assistantship.

You are required to work 20 hours per week as well as required to work whenever the University is open regardless of whether or not classes are held; this includes winter and spring break. (Please include here any specific details of the appointment that you wish)

Again, welcome to (department), we look forward to working with you.

Sincerely,

(Director of Career Services)

I ACCEPT THIS GRADUATE ASSISTANTSHIP APPOINTMENT UNDER THE JOB DESCRIPTION AND TERMS DESCRIBED ABOVE.

Signature

Date

cc: Department Manager
Payroll Department

Graduate Assistant Performance Evaluation

Name: _____ Job Title: _____

Department: _____

Evaluation Period: From _____ to _____

Instructions:

Effective evaluation of job performance is an on-going process. This form is to be used for formal feedback.

Part I – Job Success Factors

These include key responsibilities and basic competencies. Rate each factor based on performance during the period identified above. The factors include key responsibilities specific to this position (Part 1-A), and competencies common to the campus professional job standards (Part 1-B).

Part II – Goals from last evaluation period

Rate the progress made on each of the goals established at the beginning of the period. Also include any new goals established during the evaluation period and note any modifications to the original goals.

Part III – Goals for this evaluation period

Enter the performance goals for the next period to be evaluated. Individual goals and objectives should align with those of the department and the campus.

Part IV – Professional Development Plan

Enter any actions that will be taken to support the goals indicated in Part III above, or specific job success factors in Part I. The plan may include career growth, job mastery, or actions to correct performance.

Rating Scale:

Level 5 (E)	<p>Exceptional Performance far exceeded expectations due to exceptionally high quality of work performed in all <i>essential</i> areas of responsibility, resulting in an overall quality of work that was superior; and either 1) included the completion of a major goal or project, or 2) made an exceptional or unique contribution in support of unit, department, or University objectives. This rating is achievable though given infrequently.</p>
Level 4 (EE)	<p>Exceeds expectations Performance consistently exceeded expectations in all <i>essential</i> areas of responsibility, and the quality of work overall was excellent. Goals set were met.</p>
Level 3 (ME)	<p>Meets expectations Performance consistently met expectations in all <i>essential</i> areas of responsibility, at times possibly exceeding expectations, and the quality of work overall was very good. The most critical goals set were met.</p>
Level 2 (I)	<p>Improvement needed Performance did not <i>consistently</i> meet expectations – performance failed to meet expectations in one or more <i>essential</i> areas of responsibility, and/or one or more of the most critical goals were not met. A professional development plan to improve performance must be outlined in Section 4, including timelines, and monitored to measure progress.</p>
Level 1 (U)	<p>Unsatisfactory Performance was consistently below expectations in most <i>essential</i> areas of responsibility, and/or reasonable progress toward critical goals was not made. Significant improvement is needed in one or more important areas. In Section 4, a plan to correct performance, including timelines, must be outlined and monitored to measure progress.</p>

*The inclusion of goals is typically a consideration in assessing the overall rating.

Part I. Job Success Factors

FACTORS	RATINGS					COMMENTS
A. KEY RESPONSIBILITIES SPECIFIC TO THIS JOB						
<p>Performs key responsibilities as articulated in the job description.</p> <ul style="list-style-type: none"> <i>(may give a global rating OR insert here essential functions as listed in the job description, include them by reference in an attached copy of the job description, or paraphrase from the job description)</i> 	U	I	ME	EE	E	
B. CORE COMPETENCIES						
1. Inclusiveness						
<ul style="list-style-type: none"> Shows respect for people and their differences; promotes fairness and equity; fosters a sense of belonging; works to understand the perspectives of others; and creates opportunities for access and success. 	U	I	ME	EE	E	
2. Collaboration/Teamwork						
<ul style="list-style-type: none"> Engages and enlists the talents, experiences, and capabilities of others from other units and departments to accomplish goals. Create and foster synergistic and cooperative relationships across departments to solve a problem or meet a common goal. Cooperates and collaborates with colleagues as appropriate; works in partnership with others. 	U	I	ME	EE	E	
3. Problem Solving/Decision Making						
<ul style="list-style-type: none"> Identifies problems, involves others in seeking solutions, conducts appropriate analyses, searches for best solutions; responds quickly to new challenges. Decision making - Makes clear, consistent, transparent decisions; acts with integrity in all decision making; distinguishes relevant from irrelevant information and makes timely decisions. 	U	I	ME	EE	E	
4. Organization and Planning						
<ul style="list-style-type: none"> Understands big picture and aligns priorities with broader goals; can see connections within complex issues; forecasting, setting goals and objectives, anticipating change, securing resources, structuring tasks, and establishing timelines. 	U	I	ME	EE	E	
5. Assessment and Evaluation						
<ul style="list-style-type: none"> Ability to facilitate appropriate data collection, measures outcomes, and uses feedback to change as needed, evaluates alternatives, seeks alternatives and broad input; align program and learning outcomes with organization goals and values. 	U	I	ME	EE	E	
6. Communication						
<ul style="list-style-type: none"> Connects with key constituents (i.e. students, colleagues, faculty, and staff), actively listens, clearly and effectively shares information, and demonstrates effective oral and written communication skills. Responds appropriately to internal and external constituencies and issues. Identify and then effectively consult with key stakeholders and those with diverse perspectives to make informed decisions. 	U	I	ME	EE	E	
7. Quality improvement						
<ul style="list-style-type: none"> Strives for efficient, effective, high quality performance in self and the unit; delivers timely and accurate results; resilient when 	U	I	ME	EE	E	

responding to situations that are not going well; takes initiative to make improvements.						
8. Leadership <ul style="list-style-type: none"> Accepts responsibility for own work; develops trust and credibility; demonstrates honest and ethical behavior. Work effectively to envision, plan, and effect change within unit, department, and organization. Identify one's own strengths and weaknesses as a leader and seek opportunities to develop one's leadership skills. 	U	I	ME	EE	E	
9. Service focus <ul style="list-style-type: none"> Values the importance of delivering high quality, innovative service to internal and external constituents; understands the needs of the community; customer service focus. 	U	I	ME	EE	E	
10. Understands and Supports Core Values <ul style="list-style-type: none"> Demonstration of respect, integrity, justice, compassion and service in primary work responsibilities. 	U	I	ME	EE	E	
11. Unit or department specific competency (Optional)	U	I	ME	EE	E	

Part II. Last Period's Goals

Rate the progress made on each of the goals established at the beginning of the period and any new goals. Note any modifications to the original goals.

Goals	Ratings					Comments
	U	I	ME	EE	E	
1.	U	I	ME	EE	E	
2.	U	I	ME	EE	E	
3.	U	I	ME	EE	E	
4.	U	I	ME	EE	E	
5.	U	I	ME	EE	E	
OVERALL RATING (based on Parts I and II) Relative weights of job success factors and performance goals are determined by the manager or supervisor. Higher priority items may be highlighted.	U	I	ME	EE	E	

Part III. Program Goals

1. Measure of success:
2. Measure of success:

3.Measure of success:

Enter the performance goals for the period to be evaluated. Individual goals and objectives should align with those of the department and the campus.

Progress toward meeting these goals will be reviewed at the time of the next evaluation

Part IV. Professional Development Plan

Strengths:

Areas for Improvement:

Specific Suggestions for Continued Professional Improvement:

Signatures:

Graduate

Assistant: _____ **Date:** _____

My signature indicates that I have received a copy of this evaluation.

___ I would like to include comments from my self-assessment.

Manager:

Name: _____

Signature: _____

Date: _____

Department Supervisor:

Name: _____

Signature: _____

Date: _____

The graduate assistant or intern being evaluated is to receive a copy of the completed evaluation form and one copy shall be placed in the office file.