

## HIRING A GRADUATE ASSISTANT

A Graduate Assistant is a full-time graduate student who is also employed part-time in service to the University of New Orleans. Students employed as graduate assistants differ from student workers because in addition to a stipend they receive a credit for their tuition and the graduate enhancement fee as well as a waiver of the non-resident fee. Graduate Assistants are not entitled to receive health or retirement benefits.

There are many rules and regulations to follow and forms to complete when hiring a GA. Before you get started please consult this list to make sure you have the information that you will need.

### 1. WHICH STUDENT CAN I HIRE?

- a. Is the student admitted to a graduate degree program at UNO?
- b. Is the student enrolled full-time in graduate courses for credit (minimum of 9 hrs in Fall and Spring)?  
(in PeopleSoft follow [Main>University of New Orleans>Student Records>Term Summary](#))
- c. If the GA is enrolled in a course for audit it must be beyond the full-time requirement. The student may be held responsible for the Graduate Enhancement Fee generated by the audit course.
- d. Does the student meet minimum university requirements for academic performance?
  - a. undergraduate GPA
  - b. 3.0 graduate GPA
  - c. satisfactory test score on file – Official GRE or GMAT on file (in PeopleSoft follow [Main > Student Admissions>External Test Score Processing > Test Results](#))
- e. International graduate students on F-1 visas have special regulations. In addition to the above you must also verify that they meet minimum requirements for English proficiency: IELTS score of 6.5 or TOEFL score of 79. For TA3 duties they must have an IELTS of 7.5 or TOEFL of 100.

### 2. WHAT KIND OF ASSISTANT DO YOU WANT TO HIRE?

- Service Assistant –if the graduate student will be primarily helping with administrative and clerical duties
- Research Assistant – if the graduate student will primarily be conducting research
- Teaching Assistant (Level 1, 2, or 3) – primary duties will be teaching.
  - TA1 will be providing support for instruction (grading, tutoring, etc.).
  - TA2 will have more responsibility for instruction (conducting some lectures, leading discussion groups) but is under the supervision of a faculty member.
  - TA3 will be the instructor of record for a course and the primary person responsible for instruction. To qualify as a TA3 the graduate student must have a master's degree or at least 18 graduate hours in the specified teaching field. International graduate assistants who have primary responsibility for teaching a course (TA3) are required to have a TOEFL score of 100 (internet-based score) or 600 (paper-based) or IELTS of 7.5.

### 3. WHEN ARE GRADUATE ASSISTANTS REQUIRED TO WORK?

Graduate assistants are employed part-time. Since full-time employment requires 40 hours a week, part-time is considered half, or 20 hours a week.

- The 20 hours a week can be fulfilled in one department or split between two departments.
- Graduate assistants are full-time students. Their work week should not exceed 20 hours.

### 4. FOR WHAT PERIOD OF TIME DO YOU WANT TO APPOINT THE GA?

- Do you want to have the student work for 9 months over the Fall and Spring semesters and not when classes are not in session? This is an Academic appointment request.
  - Find the Academic Appointment dates on the Registrar [Important Dates site](#).
- Do you want the student to work for a full fiscal year (July 1 –June 30), not just when classes are in session and only receive days off when there is a recognized holiday? This would be a Fiscal appointment request.
- Do you only want to hire the student for a period of time that is less than 6 months but that does not follow a full academic semester? This is a Period of appointment request.
- Do you want to hire an Academic Appointment GA in the Summer? They must either follow the academic appointment dates for Summer or be hired on a Period of Appointment.
- Do you want to hire a student who is already on a GAship to do extra duties for a period of appointment? This is an Extra Compensation hire request. See **item 8** below.

### 5. DO YOU HAVE A BUDGET FOR A GRADUATE ASSISTANT SALARY?

- What is your source of funding?
  - General fund – do you have a GA salary line (category 60400) in your departmental budget?
    - Appointments from General Fund budgets cannot cross Fiscal Year dates.
  - Grant or Contract – do you have a budget line set up to GA salary (category 60400)?
  - If you will need to move money from one budget line to another to cover a GA salary, then you will need to do a budget adjustment. You will need to specify whether this will be a one-time adjustment or recurring.

### 6. WHAT ARE THE BUDGET SOURCES FOR GA TUITION?

- General Fund – If a Graduate Assistant’s salary is funded by a General Fund account then Financial Services will cover the tuition and the graduate enhancement fee. The non-resident fee is removed from the fee bill for GAs. All other fees are the responsibility of the graduate student.
- Grant or Contract - Calculate the amount of tuition that the student will be assessed:
  - Do NOT include non-resident fees into your calculation as these are removed from the fee bill for GAs.
  - The tuition amount for a full-time student is the same from 9-18 hours. For example, Fall 2011 full-time tuition is \$2322. Check the [current fee schedule](#).
  - However, the graduate enhancement fee, which also must be covered by your budget, is a per credit fee of \$33 in Fall 2011. If your GA is enrolled in 9 hrs. factor in \$297. If your GA is enrolled in 12 hrs. factor in \$396.
  - You must **total** the tuition and the appropriate Graduate Enhancement fee in addition to the stipend to correctly calculate the amount that will be charged to your budget.
  - The graduate student is responsible for paying the remaining fees.
- Will you be using two different sources of funding to pay the tuition and the stipend?
  - For example, is the student also a recipient of a scholarship from the Graduate School? If so, the tuition will be charged to the scholarship. The stipend will be charged to your budget.

## 7. WHAT IS THE CORRECT RATE OF PAY?

- The median pay range for GAs at UNO is around \$9000.
- There is a minimum salary of \$5400 for Academic appointment GAs (this is based on minimum wage for 20 hours a week).

## 8. WHAT IS EXTRA COMPENSATION?

Extra Compensation applies to any work performed by a GA beyond the normal duties of their position.

- General Fund –Prior approval from the Dean of the Graduate School must be sought for extra compensation.
- Grants and Contracts - Unless there is prior approval from the awarding agency grants cannot pay a GA extra compensation. Prior approval from the Dean of the Graduate School is also required.
- International students may be eligible to receive extra compensation if:
  - a. They are not performing extra duties while classes are in session
  - b. Their normal appointment covers the period of time in which they will be receiving extra compensation
  - c. They have received prior approval from OISS
  - d. They have received prior approval from the Dean of the Graduate School
- All extra compensation requests must be meet all System requirements.