

# STETSON UNIVERSITY

## Student Employment

### New Graduate Assistant Position Request Form

#### DEPARTMENT INFORMATION

(ALL FIELDS REQUIRED)

Requestor's Name:

Department:

Vice President/Athletic Director:

#### GRADUATE ASSISTANTSHIP OVERVIEW

##### Overview of Assistantship

Through an assistantship, graduate students have the opportunity to be involved in the operations of a specific functional area and to develop and refine transferrable skills and other professional responsibilities relative to their field of study. The assistantship work experience is an on-site experience that involves the graduate assistant's interactions with the on-site supervisor and staff, along with work assignments in the functional area. The graduate assistant is considered a student employee by the University.

##### Assistantship Philosophy

Stetson employs energetic and student-centered staff who advance the institution's mission of educating students for a life of significance. All graduate assistants should be given the opportunity to learn in a hands-on professional work environment. Stetson believes that learning occurs both inside and outside the classroom and practical education in the form of significant and sustained professional experience is imperative. While graduate students will be held accountable for professional expectations in their graduate assistantships, we also recognize that graduate students are learning, often assuming a professional role for the first time in their careers.

##### Assistantship Learning Outcomes

It is expected that the assistantship experience will offer students the opportunity to develop skills in accordance with the individualized goals developed with the supervisor.

##### Assistantship Qualifications, Expectation, & Benefits

Students must have completed their bachelor's degree before starting a graduate assistantship and students must be unconditionally or provisionally admitted to a Stetson graduate program. Students must take a minimum of six credit hours each semester (with the exception of Summer between enrolled semesters) and maintain a clear student conduct record throughout the duration of their employment. Students are not eligible for a graduate assistantship if they are receiving the in-service tuition discount. Graduate assistants cannot be enrolled in the MFA.

- Graduate assistants are expected to work 20 hours per week. Hours will be determined each semester in consideration of course schedule and departmental needs. Some departments host events that may necessitate evening and/or weekend hours. Graduate assistants are not expected to work on University Holidays (e.g. July 4), but should work with supervisor to understand expectations for additional vacation/break time. Sick leave will be considered by their supervisor as needed.
- Graduate assistant positions are awarded for a one-year period (July 1 – June 30). There is no expectation or guarantee that the graduate assistant position will be awarded in successive years to the same person.
- Graduate assistants are compensated through a combination of scholarships and stipends, including:
  - A scholarship equal to tuition for up to four courses each year (two in Fall term, two in Spring term, none in Summer term) not to exceed \$1,050 per credit and \$6,300 per semester. Student will be responsible for tuition exceeding the \$6,300 maximum each semester. Please be aware that the graduate assistantship scholarship is a tuition benefit and may be considered taxable income.
  - A stipend of \$250 biweekly during the academic year (40 weeks) and \$400 bi-weekly in the summer (12 weeks) not to exceed \$7,400 for the fiscal year. It is expected that the graduate assistant work with their supervisor to plan 20 hours of paid vacation during the summer months.

#### POSITION REQUEST DIRECTIONS

Please complete ALL sections below and return to Nora Huth, Assistant Director of Student Employment. You may include attachments of any supporting documents (e.g., expense calculation on Excel spreadsheets). The request will receive final consideration by the Strategic Staffing Committee and approval is subject to available funding.

All New Graduate Assistant Requests must be submitted February or March each fiscal year.

Required items for this New Graduate Assistant Request include:

- New Graduate Assistant Position Request Form
- Applicable Job Description
- Current Divisional Organization Chart/Where position will report (GA can only have one supervisor)

\* Optional items may be added as supporting documents, at the requestor's discretion

**POSITION DETAILS**

Anticipated Start Date:

Temporary or Permanent:

Other Details:

**EXPLANATION OF NEED**

Please briefly explain the new initiative or situation which requires the requested new graduate assistant position. Give detail as to how the requested change in staffing aligns with Stetson's Strategic Plan Objectives.

**EDUCATIONAL IMPACT ON GRADUATE ASSISTANT**

Please briefly explain the tangible education benefits a student could expect from participating in this graduate assistantship. Give detail as to how the requested position can or will be linked with a course of study, graduate program, and/or desired career placement.

**BUDGETARY CONSIDERATIONS**

Funding Requirement: \$19,000 - Includes \$7,400 for stipends and \$11,600 average annual scholarship

Other Expenses (Conferences, Personal Development, etc.):

Offsetting Budget Reductions or Modifications: \_\_\_\_\_  
*Detail any proposed reductions or modifications in other areas of your budget meant to offset the expenses to be incurred as detailed above, or supply information on funding from endowed or restricted funds.*

**EMPLOYMENT AGREEMENT  
(BOTH SIGNATURES REQUIRED)**

Signature of Preparer:	Date:
Signature of Vice President/Director of Athletics:	Date:

**Please scan the signed New Graduate Assistant Position Request Form, along with all accompanying documents, and send via email to [nhuth@stetson.edu](mailto:nhuth@stetson.edu). Originals may follow by interoffice mail.**