| C:\Users\nhuth\Desktop\StEmpLogo.png **New Graduate Assistant Position Request Form**  **2025-2026** |
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| **DepartMEnt Information**  *(ALL fIELDS rEQUIRED)* |
| Requestor’s Name:       Department: |
| Vice President/Athletic Director Name: |
| **Graduate Assistantship Overview** |
| **Overview of Assistantship**  Through an assistantship, graduate students have the opportunity to enhance their skills and craft as they pursue their graduate studies at Stetson University. The students will positively impact on the operations of a specific functional area as they develop and refine transferable skills relative to their chosen career goals. Students will be assigned a supervisor who will act as a mentor throughout the student’s experience. The graduate assistant role is considered a temporary part-time student employment position at the University.  **Assistantship Philosophy**  Stetson employs student-centered staff who advance the institution’s mission and values. All graduate assistants will 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. Graduate students work and learn in a professional environment and are expected to adhere to professional expectations.  **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. Each role must be connected with a minimum of six of the eight National Association of Colleges and Employers (NACE) [Career Readiness Competencies](https://www.naceweb.org/career-readiness/competencies/career-readiness-defined/). Professionalism, Critical Thinking, and Equity & Inclusion must be included as three of these competencies which reflect the University’s Values of Personal Growth, Intellectual Development, and Global Citizenship. Additionally, the student and supervisor will create applicable learning outcomes based on the student’s career goals.  **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 one of the following Stetson graduate program: Accounting, Business Administration, Clinical Mental Health Counseling, or Marriage, Couple, and Family Counseling. 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 scholarship/discount.  Graduate assistants are expected to work 20 hours per week. The student’s schedule will be determined each semester in consideration of the student’s 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(s) 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 $1,075 per credit and $6,450 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 bi-weekly during the academic year (40 weeks) and $560 bi-weekly in the summer (12 weeks) not to exceed $8,360 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. |

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| **Position Request Directions** | |
| Please complete ALL sections below and return to Marlene Vinciguerra, HR People Operations Employment Specialist. You must include attachments of any supporting documents (e.g., expense calculation on Excel spreadsheets, job description). The request will receive final consideration by the University’s Staffing Group.  All New Graduate Assistant Requests should be submitted with a minimum of ten weeks prior to the requested start date of the new role.  Required items for this New Graduate Assistant Request include:   * This New Graduate Assistant Position Request Form (all fields are expandable). Please include as much detail as necessary. * Applicable Job Description – which includes a connection to a minimum of six NACE Competencies * Current Divisional Organization Chart identifying 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 Position Title: | |
| Anticipated Start Date: | |
| Temporary or Permanent (include why): | |
| 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 [Forward Together Strategic Priorities](https://www.stetson.edu/other/about/strategic-priorities.php). | |
| **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: $21,260 - Includes $8,360 for stipends and $12,900 average annual scholarship | |
| Other Expenses (Conferences, Personal Development, etc.): | |
| Offsetting Budget Reductions or Modifications (How will this role be paid for?): Please attach spreadsheet if applicable.  *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 completed and signed New Graduate Assistant Position Request Form, along with all accompanying documents, and send via email to** [**mvinciguerra@stetson.edu**](mailto:mvinciguerra@stetson.edu) **and** [**cchellbe@stetson.edu**](mailto:cchellbe@stetson.edu)**.** | |