



GRADUATE ASSISTANTSHIP PROGRAM

Frequently Asked Questions

What is the Graduate Assistantship Program?

The Graduate Assistantship Program provides matriculated graduate students the opportunity to gain valuable academic and workplace experience in exchange for tuition assistance. Graduate Assistants may be asked but are not limited to doing research, teaching, and project support.

Who is eligible to participate?

Matriculated graduate students at Saint Joseph College are able to apply for the benefit. International students using a student visa, non-matriculated or non-degree seeking students, or students who work for Saint Joseph College are not eligible for the Graduate Assistantship Program.

How can I apply?

Copies of the Student Application can be found in the Office of Graduate Admissions & Academic Services or online on the Graduate tab of MySJC. Students may submit an application and an updated resume to Marshall Bradway (mbradway@sjc.edu) in the Office of Graduate Admissions & Academic Services via mail, email, fax (860.231.5479), or drop-off (McDonough Room 100).

When can I apply?

The application will be posted in early April and must be submitted by Tuesday, May 1, 2012 for the 2012-2013 academic year. Applications may be accepted after the deadline on a conditional basis for vacancies that open during the academic year.

What is the hiring process like?

After the application deadline, the Office of Graduate Admissions and Academic Services will disperse copies of the application/resumes to the departments selected by each applicant. Each department reviews their applications, holds their own interviews, and should be in communication with any applicant they would like to hire prior to submitting the proper hiring paperwork to the Office of Graduate Admissions & Academic Services. In the event one of the departments you listed on the application closes, all applicants for that position will be invited to have their application/resume sent to another department of their choosing.

What type of paperwork will I have to supply if I'm hired?

All appointed Graduate Assistants must stop by the Office of Graduate Admissions & Academic Services to sign their contract, complete the forms for Human Resources (I-9, CT-W4, Federal W-4), and sign a Handbook Acknowledgement Form. Appointed Graduate Assistants must also submit the purple tuition waiver form each semester credits are being waived.

If I'm appointed a position, how much will I have to work?

Graduate Assistantships work on a full or part-time service based on the number of credits the student intends to waive. A full-time assistantship can waive a maximum of twelve credits in an academic year, with a maximum of six credits waived the fall and spring semesters and a maximum of three credits in either summer semester. A part-time assistantship can waive a maximum of six credits in an academic year, with a maximum of three credits waived in any semester. All Graduate Assistants are expected to work 112 hours for every three credits being waived.

Will I have to work the entire academic year?

Graduate Assistants should spend part of their time during the hiring process communicating with their supervisor to create a mutually beneficial work schedule. It is possible that an assistantship could run from the start of the summer II session and run through the fall, spring, and summer I semesters; however, most assistantships do not request assistance in all four semesters in the same academic year. A Graduate Assistant must complete their service hours during the term they have credits being waived.

Do Graduate Assistantships require summer availability?

Some Graduate Assistantships may require summer availability; however, there are many assistantships that will require work in only the fall and spring semesters. Summer assistantships are only handed out on a part-time basis (maximum of three credits waived) and are more selective due to there being fewer in volume.

What else is expected of Graduate Assistants?

Besides fulfilling their service hours to their hired department, all Graduate Assistants must attend mandatory orientation and assist at two recruitment events for Saint Joseph College during the academic year. Students are expected to show up early and stay late at these events to assist in the setup and cleanup process. This time does not count towards a Graduate Assistant's service hours.

What type of compensation will I receive for my assistantship?

Graduate Assistants receive a tuition waiver for either three or six credits in each semester they complete service hours as a part of their assistantship. Graduate Assistants never receive a check or money in hand for their time. Graduate Assistants will receive no compensation for any hours worked during a semester in which they voluntarily leave, are terminated, or are not registered for classes.

What if I change my mind or I cannot meet all expectations?

Once the Graduate Assistantship position begins, all requirements in the contract are expected to be met. If a Graduate Assistant is terminated or voluntarily leaves their assignment during the middle of a term, the tuition waiver for that semester will be rescinded and the Graduate Assistant will be responsible for tuition. Graduate Assistants must register and maintain the minimum number of credits being waived in each semester listed in their contract. If a Graduate Assistant drops or withdraws from all classes during the middle of a semester, their assistantship will be terminated and all future tuition waivers will not be processed regardless of whether the Graduate Assistant wants to continue their service hours to the department.

Is a Graduate Assistant expected to submit paperwork at the conclusion of their assistantship?

The Graduate Assistant, along with their department supervisor, must complete an evaluation form at the conclusion of every semester the Graduate Assistant worked. The evaluation process is used to determine how well the assistantship worked for both the Graduate Assistant/department and the results may be used in any future allocation or hiring decisions.