

Graduate Assistant Check List



SIUe

Before submitting your Graduate Assistant's contract please verify the following:



The student is a classified graduate student

Students in a certificate program, unclassified graduate students, and undergraduate students do not qualify.



The student has at least a 3.0 cumulative GPA.

Even if a student has changed programs their cumulative GPA will still be used to determine eligibility.



The student has completed an I9 on or before their first day of work and is eligible to work in the US.

It is illegal for students to begin working without submitting a properly completed I9.



The student meets the minimum GA course load requirement.

The minimum course load for GA's in the fall/spring is 6 and in the summer 3. If your student will be enrolling in more/less than that number they are required to submit the Tuition Waiver Adjustment Form. Student only enrolled in UNIV 500 are ineligible for graduate assistantships.

****IMPORTANT FEE INFORMATION****

Many Graduate Assistants do not understand that, even though they qualify for a tuition waiver, they are still responsible for paying fees. It is important that they pay their fees or make arrangements with the Bursar's office or they may be dropped from their classes. The graduate assistant will be responsible for any late fees that are charged by the Bursar's Office due to lack of payment, even if their tuition waiver is processed late.

****IMPORTANT GA RESOURCES****

Please encourage your graduate assistant to read the **graduate assistant handbook**, available on the graduate school website, and complete the **blackboard orientation**. The orientation will automatically be added to their organizations once their contract is processed.



ASSISTANTSHIP APPOINTMENT

OFFICE USE

TW	Terms	CH's	GPA	Class

Graduate School

Southern Illinois University Edwardsville

Name

Student ID #

(Please Type: Last First M.I.)

Employment location information: Phone No. Bldg. Room No. Box#

Contingent upon the approval of the Graduate Dean and the Chancellor of Southern Illinois University Edwardsville, upon admission to the Graduate School and continued maintenance of good academic standing in an approved course load each term, you are hereby offered a term appointment under the following conditions.

1. ASSISTANTSHIP CATEGORY (Check all that apply and write in expected percentage distribution of duties-REQUIRED)

☐ General % ☐ Research % ☐ Teaching % (MUST EQUAL 100%)

Full-time Semi-mo Salary Base	Appt. Percent (decimal)	Semi-mo Payment	Account Title	Position Number	Org/ DDU	AIS Budget Purpose No.

Supervisor's statement of specific duties and responsibilities: REQUIRED

Supervisor: 800#: Contract Prepared by: Ext:

2. Period of Appointment:

☐ Academic Basis for: Fall (8/16 – 12/31) yr, Spring (1/1 – 5/15) yr, Summer (5/16 – 8/15) yr.

Other: , (Year) through , (Year)

3. Present Status:

☐ Admitted to Graduate School, Dept., beginning with (term/year), for degree.☐ Undergraduate approved pending degree completion. 3+2? ☐ Combined undergrad/grad completion date☐ Co-op PhD? Please include SIUC DAWG Tag Number:

4. Show dates of any prior SIUE Assistantships: During Academic Year(s)

5. If related by blood or marriage to any member or the Board of Trustees, please state relationship

READ BEFORE SIGNING

The appointee agrees that, if appointed, his/her terms and conditions of assistantship appointment will include the laws of Illinois, including Board of Trustees legislation, and all policies and regulations including those of SIUE, from time to time and pursuant thereto, all of which will be as much a part of the applicant's assistantship appointment as if set out in full therein, and that such terms and conditions as from time to time amended will continue to govern in any changes of assignments or renewal of the appointment.

It is a condition of appointment that each appointee agrees to abide by the provisions of the University Patent and (or) Copyright Policy and any contractual obligations of the University to others with reference to discoveries, inventions, improvements, composition or creations made, produced, developed actually or constructively reduced to practice or perfected during the term of employment.

I understand that I must work at least 12 weeks in the fall/spring and 8 weeks in the summer to earn a tuition waiver. I understand that the value of the tuition waiver for graduate course work, in excess of \$5,250 annually (in a calendar year), may be reported as non-cash taxable wages on my graduate stipends payroll and on Form W-2. These non-cash wages are subject to tax withholding as required by the IRS for students whose positions are not specifically classified as "research" or "teaching" but as "general."* If I am no longer in pay status, I understand that I am responsible for any tax the university pays on my behalf and the university will bill me for any unpaid amounts.

*Please refer to FAQ for questions about your tax liability at <http://www.siu.edu/human-resources/faqs/taxable-benefit.shtml>

I have read the *Conditions of Assistantship Appointment* and accept the position under these terms and subject to stated above contingencies:

Signature of Student

Date

RECOMMENDATION

APPROVED:

APPROVED:

Dean/Director/Fiscal Officer Date

Provost and Vice Chancellor for Academic Affairs Date

Graduate School Date

Dean/Director/Fiscal Officer Date

Vice Chancellor Date

ORP Approval Date

BUDGET INFORMATION: Source of Funds

Original – Graduate School / Payroll / Institutional Research & Studies / Dean or Director / Appointee Copy

Graduate Assistant Quick Start Guide



SIUE

****IMPORTANT GA RESOURCES****



When: Thursday, January 9th 10 AM-11 AM

Where: MUC, Maple/Dogwood Room

Please make plans to attend the spring 2020 in person orientation. Some topics included in the orientation are:

- Benefits
- Tuition Waiver Taxation
- Parking Information
- Professionalism
- Troubleshooting/Questions

The Graduate School strongly encourages all graduate assistants to attend. This orientation may be required by your hiring unit. Please check with your supervisor for more information on what your department requires.

To RSVP for the orientation, visit <http://www.siue.edu/graduate-students/assistantships/orientation.shtml>.

GA Blackboard Orientation Overview

If you are not able to attend an in person orientation, please complete the GA Blackboard orientation. Access to the orientation is automatically provided to graduate assistants through the "Organizations" section on their Blackboard page. Completion of the orientation is strongly encouraged and may be required by some hiring units.

Graduate Assistant Handbook

The GA handbook is the most important resource available to graduate assistants. It contains the answers to almost any question you might have. It is available throughout the blackboard orientation site or through the SIUE web site. Type "graduate assistant handbook" in the search tool at siue.edu.

Commonly Asked Questions

How often and how much are GA's paid?

GA's are paid semi-monthly on the 16th and the last day of the month. Stipend amounts differ based on the job posting and the number of terms the GA has already served.

What if I have to drop a class or take more classes than my tuition waiver covers?

Students enrolled in more than the maximum credit hours (12 in the fall/spring and 9 in the summer) and less than the minimum (6 in the fall/spring and 3 in the summer) must submit the Tuition Waiver Adjustment Form. Failure to submit the form could result in termination and/or tuition charges.

If you change your course load after your tuition waiver has been processed please monitor your account via cougarNET and notify the Graduate School as soon as possible if there is a discrepancy.

Can I be a GA and a Student Worker and how many hours would I be able to work?

GA's are allowed to work student worker positions as long as the total number of hours worked per week between both positions does not exceed 28.

****IMPORTANT FEE INFORMATION****

Even though you qualify for a tuition waiver, you are still responsible for paying fees. It is important that you make a payment as early as possible to avoid the possibility of being dropped from classes. You will be responsible for any late fees that are charged by the Bursar's Office due to lack of payment, even if your tuition waiver is processed late.