

The Graduate School
616-331-7105
www/gvsu.edu/gs

Guidelines for Writing Graduate Assistantship (GA) Job Descriptions

Title: Provide a title for the position that is descriptive of where and what the GA will be doing. If there are multiple GAs with the same responsibilities, indicate the number of such positions after the title.

Terms: Provide the specific terms of the position. Indicate the following:

1. Is the GA position full-time (20 hours/week) or half-time (10 hours/week).
2. Beginning and ending dates, with stipend amount and tuition waiver for the position.
 - a. 9-month full-time positions provide 30 weeks of 20 hours per week (600 hours total) with a minimum of \$13,000 (\$6,500 per semester) stipend and 18 credit hours of tuition waiver (9 credits per semester)
 - b. 10-month full-time positions provide 34 weeks of 20 hours per week (680 hours total) with a minimum of \$14,000 (\$7,000 per semester) stipend and 21 credit hours of tuition waiver (9 Fall, 9 Winter, 3 Spring/Summer)
 - c. 12-month full-time positions provide 42 weeks of 20 hours per week (840 hours total) with a minimum of \$19,500 (\$6,500 per semester) stipend and 24 credit hours of tuition waiver (9 Fall, 9 Winter, 6 Spring/Summer)
 - d. Half-time positions will work 50% of the total hours and receive 50% of the tuition waiver and stipend
3. Whether this GA position is to be offered to a full-time or part-time student.

Responsibilities: Describe the responsibilities this GA will be asked to perform, starting with the primary responsibilities. **You must include the percentage of effort that will be expected for each responsibility.**

- *GA positions are not intended to provide support for clerical or routine office assignments.*
- *The GA must significantly focus on instructional or research responsibilities in order to be compliant with the Internal Revenue Service definition of the tuition reduction exemption for GAs. If the GA responsibilities are non-instructional or non-research then the tuition remission and stipend received by the student may be subject to Federal, state, and local withholding tax.*

Learning Outcomes: Indicate how the GA responsibilities benefit the student educationally. Indicate how you expect this assignment to enhance and/or expand the student's academic experience and/or how it will build on advanced skills of a graduate student.

Qualifications: List the type of skills and prior academic and work experience that are required. If there are advanced skills required, please describe them. Note that full admission to a graduate degree program at GVSU, and in good academic standing are requirements for a GA position. Describe other skills that are desired, even though not

required. Indicate which graduate students are eligible for consideration (e.g., will it be made available only to your own program or a single program, if applicable, or is it open to students from a number of programs).

Workstation: Describe briefly where the GA will work/workstation. Include the space and computers that your unit provides to this GA in order for them to complete the assigned responsibilities. If multiple students must share the same workstation, address how that is handled, so that each student has sufficient access to a workstation to carry out the terms of their appointment and their responsibilities.

Orientation: Describe briefly how you orient supervisors to their responsibilities with GAs and the types of factors you cover in an orientation for GAs. Include when the GAs will undergo orientation. **Note that all GAs must participate in the mandatory orientation provided by the Graduate School.**

Supervision: Include information on how the GAs are supervised, how this supervision contributes to their graduate education, how frequently they receive performance guidance and reviews, and how their performance is assessed. Professional support staff may not be the GA's primary supervisor; supervision should be the responsibility of faculty or administrative personnel.

Selection Process: Provide a description of the application process: materials required such as cover letter and resume, application form, and reference letters, who will receive the applications, a brief description of how GA applicants will be screened, such as review of application materials, personal interviews, reference checks, by committee or individual faculty/staff member.

Contact Information:

Name of primary contact, title
Campus address, phone, e-mail

Name of secondary contact, title
Campus address, phone, e-mail