

Graduate Hall Director and Administrative Graduate Assistantship Terms and Conditions of Appointment

Time Commitment

- Graduate assistantships are 10 month, academic year appointments and are renewable based on funding availability, quality of performance, and academic progress based on the original plan of study. A limited number of graduate assistantships may be available during the summer months. Although summer assistantships may be available, not all graduate assistants are guaranteed summer employment.
- Administrative graduate assistants are required to post 20 office hours a week, spread Monday through Friday. Graduate assistant hall directors are expected to fill a minimum of 10 posted hours per week in their office, 7 of which must be during 8:00 a.m. to 5:00 p.m. Monday through Friday. Weekly hall staff meetings, one-to-one meetings with supervisors, and other times made available to students and staff are not to be considered office hours, but will constitute other time commitments to the position (a minimum total of 20 hours per week).
- Graduate assistant hall directors are expected to eat a minimum of 5 meals a week with students in a residence hall dining facility.
- Attend weekly hall staff meetings (if applicable) and meet weekly with the supervisor.
- Attend Residence Life staff meetings and other University meetings as directed.
- Additional time commitments (including outside employment) may not be assumed during the appointment unless discussed in advance and approved by Residence Life.
- The graduate assistant hall director is expected to be on campus and available to residence hall students during the following times: shared evening duty coverage times; Opening and Closing weeks for Fall and Spring Semesters; Homecoming Weekend; and Lil' Sibs Weekend.

Academic Standards

Graduate assistantships are inherently linked to the pursuit of an advanced academic degree and in this regard, the following expectations apply:

- Upon enrollment in the academic program, a graduate assistant's plan of study must be filed with the immediate supervisor. This plan of study, outlining the courses needed for completion and projected timeline serves as the framework through which the assistantship is managed.
- Although changes to the original plan of study may be made, transferring into another academic program may jeopardize the availability of the assistantship and may only be done with the approval of Residence Life.
- Graduate assistants must be enrolled in 12 credit hours.
- Graduate assistants who fail to complete enrolled courses are placed on probation and jeopardize the availability of the assistantship. Exceptions due to special circumstances may be made by an Assistant Director.
- Extra-curricular activities directly linked to the academic program (clinical observations, field work hours, etc...) are permitted provided they have been identified on the original plan of study.
- Graduate assistants who fail to complete enrolled courses or resign his/her position prior to the end of their appointment term are required to reimburse the Office of Residence Life for tuition expenses.

Disciplinary Standards

- All graduate assistants must be in good student conduct standing with the university and remain in good standing for the duration of their employment.
- On-campus and off-campus conduct deemed inappropriate for a university staff member which includes violations of the Residence Life Living Guide, the McComas Village Living Guide, the Student Code of Conduct, and/or other University policies may result in termination.
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Remuneration – Graduate Assistant Hall Directors

- A stipend of \$6,000 for the appointment term.
- A furnished apartment (including spouse/partner and children) during the appointment term (including times when the halls are officially closed). Utilities and local phone service are provided during the appointment term.
- A meal plan consisting of \$670 Dining dollars, \$150 Rocket dollars, and a \$300 gift card from a local grocery store each semester.
- In-state tuition remission for up to twelve (12) semester hours of graduate course-work is provided for each fall and spring semester that satisfactory progress toward a degree is made. All fees are the responsibility of the student.

Remuneration – Administrative Graduate Assistants

- A stipend of \$10,000 for the appointment term.
- In-state tuition remission for up to twelve (12) semester hours of graduate course-work is provided for each fall and spring semester that satisfactory progress toward a degree is made. All fees are the responsibility of the student.

Termination

Updated: June 20, 2011

The graduate assistantship position is an at-will position. Either the graduate assistant or the University may terminate employment at any time, with or without cause. Certain actions will most likely result in termination include but are not limited to:

- Failure of a staff member to carry out responsibilities and/or terms and conditions of his/her appointment.
- On-campus or off-campus conduct deemed inappropriate for a University staff member, which includes violations of Residence Life policies, the Student Code of Conduct, and/or other University policies.
- Funding for the position becomes unavailable.

Graduate assistants are compensated for their employment in advance of their duties. Therefore, if a graduate assistant terminates his/her agreement or is terminated by the University prior to the end of the period of appointment, he/she will be required to reimburse the Office of Residence Life for full amount of the semester in-state tuition and the portion of room and board for which he/she did not work.