HIRING A GRADUATE ASSISTANT

A Graduate Assistant is a full-time graduate student who is also employed part-time in service to the University of New Orleans. Students employed as graduate assistants differ from student workers because in addition to a stipend they receive a credit for their tuition and the graduate enhancement fee as well as a waiver of the non-resident fee. Graduate Assistants are not entitled to receive health or retirement benefits.

There are many rules and regulations to follow and forms to complete when hiring a GA. Before you get started please consult this list to make sure you have the information that you will need.

1. WHICH STUDENT CAN I HIRE?
   a. Is the student admitted to a graduate degree program at UNO?
   b. Is the student enrolled full-time in graduate courses for credit (minimum of 9 hrs in Fall and Spring)?
      (in PeopleSoft follow Main>University of New Orleans>Student Records> Term Summary)
   c. If the GA is enrolled in a course for audit it must be beyond the full-time requirement. The student may be held responsible for the Graduate Enhancement Fee generated by the audit course.
   d. Does the student meet minimum university requirements for academic performance?
      a. undergraduate GPA
      b. 3.0 graduate GPA
      c. satisfactory test score on file – Official GRE or GMAT on file (in PeopleSoft follow Main > Student Admissions>External Test Score Processing > Test Results)
   e. International graduate students on F-1 visas have special regulations. In addition to the above you must also verify that they meet minimum requirements for English proficiency: IELTS score of 6.5 or TOEFL score of 79. For TA3 duties they must have an IELTS of 7.5 or TOEFL of 100.

2. WHAT KIND OF ASSISTANT DO YOU WANT TO HIRE?
   • Service Assistant – if the graduate student will be primarily helping with administrative and clerical duties
   • Research Assistant – if the graduate student will primarily be conducting research
   • Teaching Assistant (Level 1, 2, or 3) – primary duties will be teaching.
      o TA1 will be providing support for instruction (grading, tutoring, etc.).
      o TA2 will have more responsibility for instruction (conducting some lectures, leading discussion groups) but is under the supervision of a faculty member.
      o TA3 will be the instructor of record for a course and the primary person responsible for instruction. To qualify as a TA3 the graduate student must have a master's degree or at least 18 graduate hours in the specified teaching field. International graduate assistants who have primary responsibility for teaching a course (TA3) are required to have a TOEFL score of 100 (internet-based score) or 600 (paper-based) or IELTS of 7.5.
3. **WHEN ARE GRADUATE ASSISTANTS REQUIRED TO WORK?**
Graduate assistants are employed part-time. Since full-time employment requires 40 hours a week, part-time is considered half, or 20 hours a week.
- The 20 hours a week can be fulfilled in one department or split between two departments.
- Graduate assistants are full-time students. Their work week should not exceed 20 hours.

4. **FOR WHAT PERIOD OF TIME DO YOU WANT TO APPOINT THE GA?**
- Do you want to have the student work for 9 months over the Fall and Spring semesters and not when classes are not in session? This is an Academic appointment request.
  - Find the Academic Appointment dates on the Registrar [Important Dates site](#).
- Do you want the student to work for a full fiscal year (July 1 –June 30), not just when classes are in session and only receive days off when there is a recognized holiday? This would be a Fiscal appointment request.
- Do you only want to hire the student for a period of time that is less than 6 months but that does not follow a full academic semester? This is a Period of appointment request.
- Do you want to hire an Academic Appointment GA in the Summer? They must either follow the academic appointment dates for Summer or be hired on a Period of Appointment.
- Do you want to hire a student who is already on a GAsip to do extra duties for a period of appointment? This is an Extra Compensation hire request. See item 8 below.

5. **DO YOU HAVE A BUDGET FOR A GRADUATE ASSISTANT SALARY?**
- What is your source of funding?
  - General fund – do you have a GA salary line (category 60400) in your departmental budget?
    - Appointments from General Fund budgets cannot cross Fiscal Year dates.
  - Grant or Contract – do you have a budget line set up to GA salary (category 60400)?
  - If you will need to move money from one budget line to another to cover a GA salary, then you will need to do a budget adjustment. You will need to specify whether this will be a one-time adjustment or recurring.

6. **WHAT ARE THE BUDGET SOURCES FOR GA TUITION?**
- General Fund – If a Graduate Assistant’s salary is funded by a General Fund account then Financial Services will cover the tuition and the graduate enhancement fee. The non-resident fee is removed from the fee bill for GAs. All other fees are the responsibility of the graduate student.
- Grant or Contract - Calculate the amount of tuition that the student will be assessed:
  - Do NOT include non-resident fees into your calculation as these are removed from the fee bill for GAs.
  - The tuition amount for a full-time student is the same from 9-18 hours. For example, Fall 2011 full-time tuition is $2322. Check the [current fee schedule](#).
  - However, the graduate enhancement fee, which also must be covered by your budget, is a per credit fee of $33 in Fall 2011. If your GA is enrolled in 9 hrs. factor in $297. If your GA is enrolled in 12 hrs. factor in $396.
  - You must **total** the tuition and the appropriate Graduate Enhancement fee in addition to the stipend to correctly calculate the amount that will be charged to your budget.
  - The graduate student is responsible for paying the remaining fees.
- Will you be using two different sources of funding to pay the tuition and the stipend?
  - For example, is the student also a recipient of a scholarship from the Graduate School? If so, the tuition will be charged to the scholarship. The stipend will be charged to your budget.
7. **WHAT IS THE CORRECT RATE OF PAY?**

- The median pay range for GAs at UNO is around $9000.
- There is a minimum salary of $5400 for Academic appointment GAs (this is based on minimum wage for 20 hours a week).

8. **WHAT IS EXTRA COMPENSATION?**

Extra Compensation applies to any work performed by a GA beyond the normal duties of their position.

- General Fund – Prior approval from the Dean of the Graduate School must be sought for extra compensation.
- Grants and Contracts - Unless there is prior approval from the awarding agency grants cannot pay a GA extra compensation. Prior approval from the Dean of the Graduate School is also required.
- International students may be eligible to receive extra compensation if:
  a. They are not performing extra duties while classes are in session
  b. Their normal appointment covers the period of time in which they will be receiving extra compensation
  c. They have received prior approval from OISS
  d. They have received prior approval from the Dean of the Graduate School
- All extra compensation requests must be meet all System requirements.