

[Guidelines for writing graduate assistant job descriptions]

Position Title: Provide a descriptive title for the position and include “Graduate Assistant” or “Special Projects Graduate Assistantship”. If there are multiple GAs with the same responsibilities, indicate the number of such positions after the title.

Department:

Job Description: Provide a brief overview of the position, including its purpose and primary responsibilities. This section should summarize how the role is.

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

1. GA position is full time (20 hours/week) OR half-time (10 hours/week).
2. GA position is to be offered to a full-time OR part time graduate student.
3. Beginning and ending dates, with stipend and tuition waiver amounts:
 - a. **Standard (Fall and Winter semesters) 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). Begins 1st day of Fall semester and ends last day of Winter semester.
 - b. **Extended (Fall and Winter semesters plus 4 additional weeks) 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, 3Spring/Summer)
 - c. **Full-Year (Fall, Winter, and Spring/Summer semesters) 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). Begins 1st day of Fall semester and ends on the last day of Summer semester.
 - d. **Half-time** positions will work 50% of the total hours and receive 50% of the tuition waiver and stipend.

Responsibilities: Using a bulleted list:

- Describe the responsibilities this GA will be expected to perform.
- Include the percentage of effort expected for each responsibility listed.
- Work capture responsibilities holistically and assign percentages; avoid minimal percentages (e.g., 5%) as these are difficult to quantify over time
- Reminders:
- GA positions are not intended to provide support for clerical or routine office assignments.
- The GA must significantly focus on instructional or research responsibilities 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 (classified “other”), the tuition remission and stipend received by the student will be subject to Federal, state, and local withholding tax.

Learning Outcomes: Using a bulleted list:

- Indicate how this GA position benefits the student educationally, including how this assignment will enhance and/or expand the students’ academic experience and advance their skills.
- 3-4 outcomes are sufficient and should be aligned with the job description and requirements.

Required Qualifications: Using a bulleted list:

- Outline the skills, knowledge, and prior academic and/or work experience that are required. If there are advanced skills required, clearly describe them.
- Indicate which graduate students are eligible for considerations (e.g., indicate if this position is available only within a single program, if applicable, or if it is open to students from several or all graduate programs).

Desired Qualifications (if applicable; this is NOT a required section): Using a bulleted list:

- Describe other skills that are desired, though not required.

Academic Requirements: *Include the following required statement:* Student must be fully admitted to a GVSU graduate degree program and in good academic standing (i.e., must have, and maintain throughout length of GA contract, a 3.0 or higher GPA).

Work Environment: Describe briefly where the GA will work/workstation, including specific location (e.g., 320C DEV on the Pew Campus). Include the space and technology resources the unit provides to the GA to complete assigned responsibilities (e.g., desktop and/or laptop computer, tablet). If multiple students 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. Identify if this position will be hybrid and/or remote.

Orientation: Describe briefly how supervisors will orient the GA to this position, including the types of factors covered in a GA orientation. Include when the GA will undergo orientation. Include the following required statement: Prior to starting the position all new GAs must participate in the mandatory new GA orientation provided by the Graduate School (including date, time, and location).

Supervision:

Include name of supervisor and how GA will be supervised, including how:

- Supervision contributes to their graduate education
- Often performance feedback, guidance, and reviews will take place
- Performance will be assessed

Application: *Include the following required statement:* Apply via Workday and upload all materials to Workday. [include any additional information here, e.g., specific documents applicants will be asked to upload, such as cover letter and resume, application form, and reference letters].

Selection Process:

Provide a brief description of how GA applications will be screened, such as review of required materials, interviews, and/or reference checks, and include who will complete the review (e.g., committee, individual staff/faculty member).

Contact Information:

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

[if applicable] Name of secondary contact, title
Campus address, phone, e-mail

