



The Graduate School
600 Lincoln Avenue
Charleston, IL 61920

HOW TO HIRE A GRADUATE ASSISTANT

Initial Steps to Hiring:

- ◆ Prior to preparing the position, contact the Dean of the Graduate School for approval of a graduate assistant tuition waiver scholarship
- ◆ Determine the duties you need the student to perform and the skills required to complete them
- ◆ Post the position on your website
- ◆ Determine the account number in which you wish pay the student
- ◆ Determine the contract period (exact start and end dates) and stipend level (minimum of \$800 per month)
- ◆ Transfer funds into the personal services graduate assistant line (61160)

Documents for all new graduate assistants:

- ◆ I-9 form with two forms of identification such as driver's license, social security card, passport, birth certificate (return to the Graduate School)
- ◆ Statement of Student Loan Default (return to the Graduate School)
- ◆ W-4 form (return to the Payroll Office)
- ◆ Direct Deposit form with a canceled check attached (return to the Payroll Office)
- ◆ International Students are required to bring, in addition to the forms listed above, their VISA and I20 to the Graduate School

Things to consider when hiring a graduate assistant:

- ◆ Graduate assistants may apply online:
<http://www.eiu.edu/~graduate/assistantships/assistantships.php>
- ◆ Graduate assistant contracts will not be issued for a period less than nine months (academic year position) or four months (one semester position); summer term contracts will be issued for no less than one month nor more than three months
- ◆ Graduate assistants are:
 - ✓ paid on the last working day of the month
 - ✓ not eligible for employment benefits
 - ✓ exempt from overtime
 - ✓ exempt from unemployment
- ◆ Supplemental payments may be made to graduate assistants for special events.
The supplemental contract and regulations are posted at the Graduate School web site:
<http://www.eiu.edu/~graduate/gasuppcontract.htm> - contract form
<http://www.eiu.edu/~graduate/GAsuppreg.htm> - regulations
- ◆ Work Load: Maximum work load for graduate assistants shall not exceed twenty (20) clock hours per week (academic year) and/or fifteen (15) clock hours per week (summer term).
- ◆ Academic Load: Fall and spring appointments require enrollment in a minimum of nine (9) semester hours, maximum of sixteen (16) semester hours of graduate course work (courses numbered 4750 or above). Summer assistantship appointments require that graduate assistants remain enrolled in a minimum of three (3) semester hours, maximum of thirteen (13) semester hours of graduate course work.
- ◆ Resignation must be submitted in writing to the Graduate School and the sponsoring unit
- ◆ Resignation prior to mid-term will include loss of the stipend as specified by the supervisor and loss of the tuition waiver scholarship for that term.
- ◆ Resignation after mid-term will include loss of the stipend as specified by the supervisor but the tuition waiver scholarship will remain intact.
- ◆ Additional questions should be addressed to the Graduate School, 581.2220 or 587.490