



ADELPHI.EDU

# GRADUATE ASSISTANT HANDBOOK

## 2014-2015

Office of the Provost  
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## **INTRODUCTION**

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This handbook provides information on policies, procedures, and resources related to graduate assistants and their employment. As a part of an effort to attract talented students, several types of positions are available to students working toward a graduate degree at Adelphi.

## **NATURE OF APPOINTMENT**

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Graduate Assistantships are non-tenured, part-time academic appointments that are available through student employment in a variety of offices and departments including academic departments, research units, administrative offices, and service units. There are several types of Graduate Assistants: Teaching Assistant; Research Assistant; Administrative Graduate / Service Assistant; and Graduate Intern/Traineeship.

Each Graduate Assistant will receive an individual assignment within the hiring unit to complement his/her academic course load and career path. Graduate Assistants are student employees, albeit apprentices, in a university. It is the assistant's responsibility to become familiar with the policies, regulations, and benefits that pertain to graduate assistantships, as well as the academic regulations of the Graduate School, of their academic unit, and of the unit in which they have an assistantship.

Assistantships can be on a semester basis, or may be awarded for an academic year. Different units offer various combinations of tuition remission and/or stipend.

Application Process, Qualifications, Appointment Process – these differ from unit to unit. As early as possible, students should contact, the Dean or Chair of the unit they will be studying in, and any other area to which they may wish to apply, for deadlines, application details, and description of responsibilities.

## **TYPES OF GRADUATE ASSISTANTSHIPS AND RESPONSIBILITIES**

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Duties are assigned over the entire semester in terms of the number of hours worked per week.

### **Teaching Assistant (TA)**

Teaching assistants participate directly in the teaching of a course or in specific teaching support or related activity. This is expected to be a learning experience that helps the student prepare for a professional academic career. A supervising faculty member will specify a combination of recitation, lab assistant, demonstration setup, grading, and other duties for courses within the unit. Some examples of teaching assistant positions are included in the charts in section VIII.

**Research Assistant (RA)**

Research assistants participate in research as directed by a faculty member or a principal investigator of a grant-funded research project. This is expected to be primarily a learning experience in how to conduct research and to help the student prepare for a career. Some examples of research assistant positions are included in the charts in section VIII.

**Administrative Graduate Assistant/Service Assistant (SA)**

Administrative graduate assistants participate in the administration or service activities of a unit in tasks related to their course of study or that will help them develop skills and experience related to their career direction. The appointment is primarily a learning experience and helps the student prepare for a professional career. The assistant should be given the opportunity to learn the functions of the office as well as educational management procedures. It is not expected that such an appointment be made solely to provide routine student clerical support.

**Traineeship/Graduate Intern (GI)**

Graduate interns are generally hired by an external unit. Therefore, each such position is unique and specific to the student. The academic department, in conjunction with the hiring agency, will generally determine the work assignment for the graduate intern.

**Eligibility for Appointment**

A graduate assistant must be enrolled in a graduate degree program, making satisfactory and timely progress toward their degree, and with approval of the Office of the Provost. Appointments are customarily made for those students who have shown superior aptitude in their field of study and who appear likely to render a high quality of service to the University through their teaching, research, or service activities. In addition, all Graduate Assistants must be eligible to work in the United States and present the proper documentation to the office of Human Resources prior to beginning their graduate assistantship.

**Acceptance of an Appointment**

Acceptance of an offer for a graduate assistantship by an actual or prospective graduate student constitutes an agreement that both the student and the appointing unit are expected to honor. In those instances in which the student desires to withdraw, the student may submit in writing a resignation of the appointment. A student is committed to not accept another offer of employment or assistantship within the University without first obtaining a written release from the department or academic unit to which the initial commitment has been made.

**CONDITIONS OF APPOINTMENT**

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**Status, Term of Appointment and Time Commitment**

The maximum graduate assistant appointment is 20 hours per week. With special approval of the Provost's Office, a student may instead hold multiple smaller, fractional-time, appointments that do not accrue to more than 20 hours per week – this includes hours worked for all campus jobs combined. Students complete and must electronically sign the online Graduate Assistantship Form, which includes information entered by the unit that details term, type of assistantship, tuition remission, stipend, number of hours per week of work required and a list of primary duties. Students are entitled to a copy of the information on this form. This form must be approved by the Department Head, Vice-President or Dean, Provost's Office, Budget Office, and Human Resources Office before becoming official. (Each is responsible for certifying a different aspect of eligibility for the graduate assistantship.)

The time specified is assumed to be the average time commitment per week. It includes hours spent outside of the classroom or laboratory in the preparation of supporting work. Nevertheless, the actual time spent in fulfilling duties will vary by individual because of differences in the types of duties assigned, personal experience, and the professional demands of the particular discipline. Even within departments, assignments vary each semester and some graduate assistants may find themselves busier than others during a given semester. Departments should provide similar compensation (including stipends and tuition) for positions with comparable job responsibilities and time commitments.

### **Graduate Student Academic Performance**

Graduate assistants are expected to make satisfactory progress toward their intended degree. Minimum standards are determined by the individual academic units. Note that all Adelphi graduate students must earn a minimum GPA of 3.0 to qualify for graduation.

### **Administration of the Assistantship**

Graduate assistants are directly supervised by the department or unit that offers the appointment. The unit determines the assignment, supervises work, recommends reappointment, and is the primary source of information concerning the details of the assistantship. The unit may assign these responsibilities to a chair, director, a specific faculty member, or a committee of faculty. Each department is responsible for outlining its own specific criteria for a graduate assistant's duties within the framework of University policy. In general, satisfactory progress toward degree completion coupled with a dutiful discharge of responsibilities is a major consideration when the time comes for evaluating a graduate assistant's performance.

### **Other Employment**

Only in very exceptional cases will a graduate assistant be permitted to hold more than the equivalent of 20 hour per week appointment. Due to Immigration regulations, no exceptions will be made for international students. A graduate assistant holding a briefer appointment may also be employed as a student worker for the remaining hours up to 20.

Graduate students are expected to devote their time to their studies and to their assistantship. This means that a graduate assistant should not be employed off-campus unless the work involved is directly related to the student's educational goals. Although the combined responsibilities of graduate student and graduate assistantship should occupy all the time available to a student during the academic year, the University does not prohibit outside employment by graduate assistants in addition to their University appointment. It is up to the graduate assistant to determine how much time, if any, they may devote to additional activities and still maintain satisfactory progress toward degree completion and satisfactory fulfillment of their obligations as a graduate assistant. However, department and programs do have the discretionary right to make appointments to students whose commitment suggests that they are most likely to attain their educational goals and maintain assistantship responsibilities in the most effective manner.

### **Student Course Load**

A normal course load for a graduate student with an assistantship is considered to be 9 credit hours in a semester. For federal and state, and other financial aid purposes only, 12 credits is considered a full-time course load. The maximum course load for a graduate student is 16 credit hours each semester. Approval of the Dean is necessary for deviations.

Graduate students must enroll in graduate level courses to meet the above minima. Audit work will not qualify to meet the minimum load; however, audit work is calculated in determining a student's maximum course load. Requests for overloads must be approved prior to registration. [For example, a strong student in good standing academically with a 15 credit course load, a 20 hour per week assistantship, and no other employment can expect a Dean's approval.] Special situations that do not require special permission include: School of Education – full-time graduate students take 12 credits; Arts & Science-Environmental Science students in 5 year Bachelor/Masters sequence take 15 credits; Derner Ph.D. program students take 18 to 21 credits per semester during their first year and 12 to 18 credits in subsequent semesters. Also, students in their final semester who have completed their coursework and are working on their thesis are allowed to take less than a full-time course load.

### **Renewal-Support Limits for Assistantships**

Graduate Assistants may be considered for reappointment if they remain eligible. Reappointment is not automatic. Reappointment is based on department evaluation of satisfactory performance of assigned responsibilities, the availability of positions, and department needs. Students must apply for reappointment through their departments or other appointing units.

### **Resignation**

Graduate assistants who must resign during or prior to the end of their appointment must do so in writing. The actual date of resignation may be mutually determined by the hiring unit and the graduate assistant. Graduate assistants should give the appointing unit as much notice as possible when resigning so that suitable arrangements may be made to find a replacement.

### **Termination Before the End of the Appointment**

Appointment as a graduate assistant is contingent upon and subject to satisfactory performance of assigned duties, as determined by the chief administrative officer of the appointing unit. An appointment may be terminated before the expiration of the contract under certain conditions, including, but not limited to:

1. Termination of appointment for adequate cause:
  - a. failure to perform reasonable assignments due to incompetence or neglect of duties;
  - b. unethical conduct (e.g., job-related misconduct; moral turpitude);
  - c. failure to maintain eligibility for continuing enrollment in an academic program.
2. Voluntary mutual agreement between the graduate assistant, supervisor, and head of the appointing unit (resignation by graduate assistant).

Before terminating a graduate assistant for unsatisfactory performance of job duties, the immediate supervisor may give the graduate assistant written notice of the specific deficiencies in performance, as well as suggestions for improvement where appropriate. The graduate assistant should be given two written warnings accompanied with adequate opportunities to improve performance. The department chair, director or supervisor should also be involved in this process. If the unsatisfactory performance is not corrected and a decision is made to proceed with termination, the chief administrative officer of the reporting unit may give the graduate assistant a pre-termination hearing. The process should consist of the supervisor giving the graduate assistant oral or written notice of deficiencies and an explanation stating the basis for the charges. The graduate assistant should also be allowed to present reasons, either in person or in writing, stating why the termination should not take place. After the proceedings,

the head of the appointing unit should notify the Provost's Office of the outcome. If the decision is made to proceed with the termination, the relevant documentation must be sent to the Human Resources Office.

### **Non-resident alien issues/International Students**

International students may be considered for graduate assistant positions, if permitted by the terms of their non-immigrant visa. F-1 international students cannot work more than 20 hrs/wk while school is in session, inclusive of all positions they hold. While school is not in session, international students may work more than 20 hours with a maximum of 40 hours per week.

### **Graduate Assistant Form**

The Adelphi University Graduate Assistantship Form has now been put online. All information and approvals must be entered electronically. This form can be accessed through CLASS.

## **STIPEND AND BENEFITS**

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### **Pay Schedule**

Hourly rates vary by unit, but compensation cannot be less than the prevailing minimum wage. Generally, doctoral students are paid higher rates than master degree students. Graduate Assistants receiving stipends are paid four times per semester (end of the month student payroll date in Sept., Oct., Nov. & Dec.; Feb., Mar., Apr., & May, or summer months).

### **Remission of Tuition**

The amount of tuition remission varies by unit, but the amount should be similar for comparable positions.

### **Graduate Assistant Benefits**

All benefits associated with a Graduate Assistantship are listed on the Graduate Assistantship Form.

### **Time Off**

The academic calendar indicates the days that classes are in session. For vacation and holidays, Graduate Assistantships follow the working-time schedule of the employing unit. [ecampus.adelphi.edu/registrar/calendar.php](http://ecampus.adelphi.edu/registrar/calendar.php)

### **Sick Leave**

Graduate assistants are expected to make up any work sessions that are missed because of illness, and, to the extent that it is possible, to notify their supervisor in advance so that the University's responsibilities to students may be met.

### **Graduate Assistant Travel Funding**

Specific details of grants and traineeships limit and determine travel funding possibilities.

### **Other Forms of Financial Assistance/Fellowship Programs**

Graduate students should inquire at the Office of Student Financial Services, Levermore 001, for complete details and options.

**Tuition Scholarships**

Graduate students should inquire at their program's graduate office and at the Office of Student Financial Services, Levermore 001, for complete details and options.

**External Support**

Contact Office of Research and Sponsored Programs, Social Work, Room 116, and your academic unit.

**Dissertation Research Awards**

While these are rare, graduate students should inquire within their unit.

**Tax Liability of Financial Aid**

In most cases, graduate assistantships are taxable. Consult your tax advisor, the Office of Student Financial Services and the Internal Revenue Service (IRS) for details for your specific circumstances.

**Credit Union Privileges**

Graduate assistants are eligible to join the Nassau Educators Federal Credit Union.

**CONFIDENTIALITY/FERPA/SARBANES-OXLEY ACT**

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Due to the unique position many Graduate Assistants hold, all Graduate Assistants must complete the Anti-Harassment Workshop and sign the Acknowledgment within the first two weeks of their appointment. The workshop is located at [intranet.adelphi.edu/hr/training/](http://intranet.adelphi.edu/hr/training/) and can be accessed from any computer on campus.

**RESOURCES AND SERVICES OF THE UNIVERSITY**

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**Academic and Professional Resources**

1. Information Technology: [it.adelphi.edu/](http://it.adelphi.edu/)
2. Swirbul Library: [libraries.adelphi.edu/](http://libraries.adelphi.edu/)
3. Office of Research, Assessment and Planning: [portal.adelphi.edu/group/orap/](http://portal.adelphi.edu/group/orap/)
4. Administration: [administration.adelphi.edu/](http://administration.adelphi.edu/)
5. International Admissions: [admissions.adelphi.edu/international/](http://admissions.adelphi.edu/international/)
6. Continuing Education - University College: [university-college.adelphi.edu/](http://university-college.adelphi.edu/)

**Human Resources and Services**

1. [intranet.adelphi.edu/hr/](http://intranet.adelphi.edu/hr/)
1. Career Services: [career-center.adelphi.edu/](http://career-center.adelphi.edu/)
2. Child-Care Centers: [elc.adelphi.edu/](http://elc.adelphi.edu/)
3. Clinical Centers:
  - a. Communication Sciences and Disorders: [adelphi.edu/communityservices/hwc/](http://adelphi.edu/communityservices/hwc/)
  - b. Derner Institute Psychological Services: [adelphi.edu/communityservices/derner/](http://adelphi.edu/communityservices/derner/)
4. CSI: Commuter Student Services: [students.adelphi.edu/sa/csi/commuter](http://students.adelphi.edu/sa/csi/commuter)
5. Disability Support Services: [students.adelphi.edu/sa/dss](http://students.adelphi.edu/sa/dss)
6. EEO Statement: [intranet.adelphi.edu/hr/policies/eoo.php](http://intranet.adelphi.edu/hr/policies/eoo.php)
7. Accessible Parking: [students.adelphi.edu/sa/dss/index.php](http://students.adelphi.edu/sa/dss/index.php)

8. Pay Schedule: [intranet.adelphi.edu/hr/payroll/pay\\_schedule.php](http://intranet.adelphi.edu/hr/payroll/pay_schedule.php)
9. Special Academic Programs for Non-Traditional Students: [academics.adelphi.edu/special-programs/](http://academics.adelphi.edu/special-programs/)
10. Health Services Center: [students.adelphi.edu/sa/hs](http://students.adelphi.edu/sa/hs)
11. Student Counseling Center [students.adelphi.edu/sa/scc](http://students.adelphi.edu/sa/scc)
12. Campus Safety: [administration.adelphi.edu/publicsafety/](http://administration.adelphi.edu/publicsafety/)
13. Traffic and Parking: [administration.adelphi.edu/publicsafety/traffic/](http://administration.adelphi.edu/publicsafety/traffic/)
14. Training: <http://intranet.adelphi.edu/hr/training/>

### **Teaching Assistants – Some Useful Information**

1. Role – see unit
2. Development – see unit
3. University Training – see unit
4. Department Training – see unit
5. Academic Integrity [academics.adelphi.edu/policies/conduct.php](http://academics.adelphi.edu/policies/conduct.php)
6. Honor Code [academics.adelphi.edu/policies/honesty.php](http://academics.adelphi.edu/policies/honesty.php)
7. Code of Conduct: [academics.adelphi.edu/policies/conduct.php](http://academics.adelphi.edu/policies/conduct.php)
8. Referral Information: [academics.adelphi.edu/handbooks/](http://academics.adelphi.edu/handbooks/)

### **University's Policies on Discrimination & Harassment**

[academics.adelphi.edu/policies/harass.php](http://academics.adelphi.edu/policies/harass.php)

### **More Information**

The Center for Student Involvement is located in University Center room 110 (ext. 3603). The current *Guide to Student Life* can be obtained there and in the Office of the Dean of Student Affairs, University Center, room 108 (ext 3660). You may also access the latest version online at [students.adelphi.edu/sa/sa-publications.php](http://students.adelphi.edu/sa/sa-publications.php).

## **OVERVIEW OF PREVIOUSLY AVAILABLE GRADUATE ASSISTANTSHIPS**

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### **Academic Programs**

*(See charts on the following pages)*

Unit	Possible Duties	Major of Recent Student	Hours
Art and Art History	Ceramic/Sculpture Asst; Gallery Assistant	Art	15 weeks, 8-16 hrs per week
	Fire kilns, room assistant, maintain studio, help with art supplies, mix glazes; gallery assistance.		
Biology	Teaching Assistant	Biology	15 weeks, up to 20 hrs per week
	Assist in teaching lab class, supervision of room, adherence to safety procedures, setup and cleanup, grading (possibly)		
Chemistry	Teaching Assistant	Chemistry	14 weeks, 6 or 12 hrs per week
	Assist in teaching lab class, supervision of room, adherence to safety procedures, setup and cleanup, grading		
Environmental Studies	Research Assistant	Environmental Studies	15 weeks, 20 hrs per week
	Under faculty supervision do database analysis, evaluation of records, digital manipulation of images, maintain lab, library research, help students, setup and cleanup, grading		
Arts & Sciences – Summer	Teaching Assistant	Biology, Chemistry	5 weeks, up to 20 hrs per week
	Assist in teaching lab class, supervision of room, adherence to safety procedures, setup and cleanup, grading (possibly)		
Business	Research Assistant	Management, Finance & Banking, Business	15 weeks, 7.5 or 15 hrs per week
	Assigned to an individual faculty member to assist with research, library search, data collection and analysis, proctor exams, and help with class management.		
Alice Brown Early Learning Center	Teaching Assistant	Early Childhood Education	20 weeks, 20 hrs per week
	<b>RESPONSIBILITIES &amp; DUTIES:</b> <b>1.</b> Reflect on children’s needs and interests; assist in developing topic focuses, planning, implementing and assessing curriculum for the classroom setting. <b>2.</b> Supervise and lead small groups of children in facilitating projects and other curriculum plans. <b>3.</b> Document children’s work through portfolios, anecdotal reports and photographs. <b>4.</b> Participate in professional orientation sessions, staff meetings and curriculum planning. <b>5.</b> Understand and implement Child Day Care Regulations as administered by the Office of Children and Family Services. <b>6.</b> Attend parent meetings and other functions of the ELC. <b>7.</b> Assume the role of head teacher in the event of an absence on the part of a full-time staff person. <b>8.</b> Supervise the safety of children at all times, and especially when another professional staff member is not present. <b>9.</b> Model and maintain confidentiality in and outside of the classroom setting in regard to children, parents, staff, students and observers. <b>10.</b> Perform any other job duties and responsibilities as needed by the program.		
Derner IAPS	Graduate Assistant	Masters, School Psychology & Derner - PhD	15 weeks, 5-20 hrs per week
	Many Graduate Assistants work as research assistants assigned to individual professors; some work as teaching assistants assigned to individual professors; some work in the Psychological Services Clinic; a few work with an administrator on a career related task.		

Unit	Possible Duties	Major of Recent Student	Hours
<b>Education</b>	Research Assistant	Education, Phys Education, Ed Leadership, Urban Ed, Summer GC, Art Education	10 weeks, 20 hrs per week
	Under faculty supervision duties include research, teaching, recruitment, and clerical assignments		
<b>Education – Summer</b>	Graduate Assistant	Sociology, Communication Disorders,	As contracted
	Under faculty supervision duties include research, teaching, recruitment, and clerical assignments		
<b>Ruth S. Ammon School of Education – Communication Sciences and Disorders Curriculum and Instruction, and Exercise Science, Health Studies, Physical Education and Sport Management</b>	Research Assistant, Service Assistant	CSD, C&I, EHPS	15 weeks, 2 to 13 hrs per week
	Under supervision, students may be assigned subsets of various responsibilities including but not limited to: support provision of clinical services at the Hy Weinberg, Literacy, Parenting and Early Learning Centers and in all departments and programs where assigned, assist with administrative tasks in department offices; support data collection, management and analysis, manage correspondence, participate in research and special project development, monitor websites and social media for accuracy, and timeliness and provide technology support and training.		
<b>Learning Center</b>	Teaching Assistant	Any major	Hourly, as scheduled, between 3 and 20
	Provide supplemental instruction for undergraduate students in the Learning Center in assistant's major. Openings at Garden City, Hauppauge and Manhattan sites.		
<b>Nursing and Public Health</b>	Lab Assistant	Nursing	15 weeks, 8 hrs per week
	Manages Nursing Resource Center during evening hours. Monitor students and equipment; answer questions.		
	Research Assistant	Nursing	13 weeks, 6.15 hrs per week
Under faculty supervision, performs research, collects and enters data.			
<b>Social Work</b>	Research Assistant		15 weeks, 6 hrs per week
	Under faculty supervision, collect data, data entry and analysis, library & internet research, general administrative work, writing.		
<b>Alumni Relations</b>	Administrative Assistant	Finance and Banking	15 weeks
<b>Development</b>	Administrative Assistant	Psychology	20 weeks
<b>Marketing and Creative Services</b>	Administrative Assistant	Art Education	15 weeks, 4-15 hrs per week

## Other Units

Please note: Any current assignments of more than 20 hours were negotiated prior to implementation of the new policy and will not be continued in the future.

Unit	Possible Duties	Major of Recent Student	Hours
<b>Health Services</b>	Graduate Assistant	Secondary Education	15 weeks 20 hrs per week
	Coordinates PEER Educators in Health Services		
<b>Center for Student Involvement</b>	Graduate Assistant	Various Majors	15 weeks 20 hrs per week
	Assist this multifaceted office on various tasks, initiatives, and projects. This includes but is not limited to New Student Orientation, Multicultural Affairs, Greek Life and Social Fellowships, student organizations, MYAULIFE, Student Activities, Civic Engagement and Service Programs, Student Leadership Services, Transfer Student Services, Commuter Student Services, Commencement, Campus Programming / Event Planning, and Recognition Award. Ability to work in a fast-paced and diversified work environment. Some night and weekend hours are required.		
<b>Office of International Student Services</b>	Graduate Assistant	International Student Services	15 weeks 20 hrs per week
	<p>Responsibilities include assisting the Director in the administration of various programs and daily operations of both the Office of International Student Services and Interfaith Center. The GA will be required to interface with other departments and assist with research and statistics for both areas. The GA will assist with the development of International Education Week, International Orientation, Interfaith Festivals and Interfaith Center programs, which also includes the assessment and research development for these areas.</p> <p>Other responsibilities include preparing statistical information and reports, general office duties and customer service support. This position requires thorough knowledge of Microsoft Office and databases including Power Point, Word and Publisher. Knowledge of Photoshop and preparing art graphics a plus. Excellent written and oral communication skills, attention to detail and organization skills and confidentiality are required for this position.</p>		
<b>Student Affairs (Associate Dean) Student Affairs (Assistant Dean)</b>	Graduate Assistant	Student Financial Services	15 weeks 10 hrs per week
	<p>Responsibilities include assisting the Associate Dean in the administration of various programs and daily operations. The GA will be required to interface with other departments and assist with research and statistics. GA will have an opportunity to shadow the Dean to learn more about the position. The GA will also have the opportunity to represent the Associate Dean as a paraprofessional. The GA will assist with the development of Alternative Spring Break and FCAP programs, which also includes the dissemination of information to the participants. Other responsibilities include developing statistical information, maintaining a filing system and monitoring Associate Dean's calendar and telephone. Excellent computer, organizational, communication and written skills, and an ability to work independently. 20 hours per week, includes office and site visit requirements.</p>		

Unit	Possible Duties	Major of Recent Student	Hours
<b>Student Affairs (Associate Dean) Public Safety</b>	Graduate Assistant	Business Management	15 weeks 20 hrs per week
	Help administer a comprehensive assessment plan for the Division of Student Affairs and may assist in administering student conduct policies. Previous assessment or research experience is a plus as well as thorough knowledge of Microsoft Office and databases. Excellent written and oral communication skills and confidentiality are a must. 20 office hours per week. Responsibilities and duties include, but are not limited to the following: 1) Management and analysis of data contained in TaskStream assessment software. 2) Report generation including statistical analysis. 3) Track assessment efforts in the Division. 4) Some work directly with other members of the Division.		
<b>Student Affairs (Assistant Dean)</b>	Graduate Assistant	Business Management	15 weeks 20 hrs per week
	1) Maintain Public Safety Officers time cards for accuracy. 2) Maintain all authorized overtime request forms for accuracy. 3) Calculate Time Card and Payroll records for supervisor's authorization. 4) Input time sheet records for regular pay, holiday pay and overtime into University database for budgetary purposes. 5) Maintain and record all Public Safety Officers compensatory time. 6) Maintain Presidents driving records for budgetary purposes. 7) Input data for the Daily crime log and monthly campus crime and Fire Alarm statistics as required by the Federal Campus Security Act. 8) Perform all duties of Administrative Assistance when needed. (ex.: ID cards, parking permits, key requests, summons appeal requests. etc.) 9) Answer phones. 10) Additional assignments as directed.		
<b>Athletics</b>	Graduate Assistant		15-20 hrs per week
	NCAA Compliance Assistant. Liaison between Athletics, Academic Services, Admissions and Student Financial Services. This is a confidential position. Must be responsible, detail-oriented and possess good communication skills. Duties also include data entry into NCAA software filing, phones and coordinating schedules for NCAA Committee meetings. Applicant may not be an active NCAA athlete or recruiter. Graduate Assistant will receive 6 tuition credits per semester during the academic year and 3 tuition credits per summer session.		
<b>Athletics Trainers Office</b>	Graduate Assistant	Physical Education or Health Education	15 weeks 20 hrs per week
	The Graduate Assistant will be responsible for, but not limited to: 1) Daily coverage, prevention and rehabilitation of assigned sport. 2) Student Athletic Trainer supervision, instruction and education. 3) Set up and break down of practices and games. 4) Daily records and updating records. 5) Maintain monthly informational bulletin board. Assistant is expected to finish sports seasons, including post-season play. Position is generally from mid-August through May. Includes home events, away games and overnight and weekend travel. Assistant is expected to work/travel on weekends and /or holidays if warranted. Assistant is expected to maintain a professional relationship with the athletic department staff, coaches and athletes. Includes the following department policies: avoid confrontation with coaches and avoid dating athletes. Assistant is expected to choose classes around the staff class schedules. Scheduling classes at the same time is not permitted.		

Unit	Possible Duties	Major of Recent Student	Hours
<b>Athletic Events</b>	G.A. Athletic Event Staff Supervisor	Childhood Education or Physical Education	14 weeks 20 hrs per week
	The duties of the G.A. Athletic Event Staff Supervisor consist of but not limited to: <b>1)</b> Hiring and staffing student workers for all athletic events. <b>2)</b> Supervising the event staff during athletic events for its pre and post set up. <b>3)</b> Assist Event Manager/Special Project Coordinator with half-time promotions, tickets sales, and concession sales. <b>4)</b> Assist Event Manager with special athletic events such as the Annual Athletic Golf Outing, Homecoming/Alumni Games, Midnight Madness, End of the Year Banquet, etc. <b>5)</b> In office administrative duties also required for mailings, promotion, data entry, and research for the Athletic Department.		
<b>Campus Recreation</b>	Graduate Asst for Fitness and Facilities	Physical Education Sports Management? Exercise Science	17 weeks 20 hrs per week
	<b>1)</b> Coordinates all Informal Recreation staff needs including schedules, training, assessment and Communication for Rec Center Attendants. <b>2)</b> Conducts Fitness Orientations and assists with CRS Memberships and Healthy Steps Programs. <b>4)</b> Assists in the maintenance and upkeep of the Fitness Center as well as other shared facility maintenance needs. <b>5)</b> Updates Fitness Center bulletin Boards. <b>6)</b> Supervises weekends and some evening open recreation.		
	G.A. for Special Events and Promotions	Sports Management	17 weeks 20 hrs per week
	<b>1)</b> Coordinates all Promotional efforts for the activities offered in Recreation including promotional flyers, UC tables, website updates, maintaining stock of flyers, rec hours, schedules. <b>2)</b> Plans and implements all special events including Cat Cup Challenge and co-coordinated events and sponsorship promotions such as ACIS promotions. <b>3)</b> Creates and updates the atrium Power Points with current athletic/recreation events. <b>4)</b> Supervises weekends and some evening open recreation.		
Graduate Assistant for Intramural Sports	Physical Education	17 weeks 20 hrs per week	
<b>1)</b> Plans and implements all intramural sports such as Flag Football, Basketball, volleyball, and more. <b>2)</b> Organizes one-day tournaments in sports such as badminton and racquetball. <b>3)</b> Supervises Intramural supervisors and tracks game results and keeps website up to date. <b>4)</b> Planning some outdoor adventure opportunities this year. <b>5)</b> Supervises weekends and some evening open recreation.			
(For all: Interested Candidates may apply beginning in February for the following fall. Qualified candidates will be invited for interviews during the period of mid April through early May. Positions are ideally filled by first week of June. More detailed information is on our website at: <a href="http://campusrec.adelphi.edu">campusrec.adelphi.edu</a> ).			

Unit	Possible Duties	Major of Recent Student	Hours
Athletic Media Relations	Graduate Assistant	Sports Management, Journalism, Communication Desired.	15 weeks 20 hrs per week
	The Graduate Assistant will be responsible for, but not limited to: <b>1)</b> Working with a predetermined number of sports as the primary media contact, including in-game statistics, game-day script and pre and post-game releases <b>2)</b> layout and design of media guides; writing, editing and distribute press releases and game programs. <b>3)</b> Update athletic website as needed. <b>4)</b> In office administrative duties as required for mailings, promotion, data entry and research for the Media Relations Department.		
	Assistant is expected to finish sports seasons, including post-season play. Position is generally from mid-August through May. Includes home events, away games and overnight and weekend travel. Assistant is expected to maintain a professional relationship with the athletic department staff, coaches and athletes. Includes the following department policies: avoid confrontation with coaches and avoid dating athletes.		
Candidate will be selected by Assistant AD for Media Relations. Special consideration will be given to candidates with previous athletic media relations experience including, but not limited to, a minimum of one year working in a media relations environment. Proficiency with StatCrew software as well as PhotoShop and InDesign is required.			

## INSTRUCTIONS FOR FILLING OUT THE ONLINE GRADUATE ASSISTANTSHIP FORM

### BACKGROUND INFORMATION

The Graduate Assistantship Form, available electronically through the eSAAS service on eCampus, shows the type of assistantship and an overview of the general terms and conditions. The form has space for SCHOLARSHIP and/or for STIPEND details. One or both of these areas will be completed by the unit for each graduate assistant. The *SCHOLARSHIP AMOUNT* box lists the maximum amount of money that will be applied to the graduate student's account as tuition remission (if a student takes fewer courses the amount applied by the Office of Student Financial Services will be diminished to match the tuition for courses the student is taking). The Graduate Assistantship Form is processed in the following order:

- Department/Unit** – Fills in form and discusses specific responsibilities with student. It is approved by student and by department/unit representative.
- Provost's Office** – Checks and approves that unit has provided a description of duties and responsibilities for the position that is educationally appropriate.
- Budget Office** – Verifies unit budget is sufficient to cover the amounts listed on form.
- Student Financial Services** – Verifies that amount of Scholarship is less than or equal to Tuition and checks that all previous steps have been completed.
- Human Resources** – Verifies student is enrolled, has completed all necessary employment forms. In the case of International Students, the office verifies that all necessary employment forms are completed as well as Work Authorization forms.
- Payroll Department** – Processes STIPEND details, and calculates tax withholding. Checks cut. Sends check to unit for student to pick up.

In the execution of any of these steps, an office may need to contact the student for more information. A prompt response decreases processing delays and insures that tuition remission and stipends are credited to a student's account on time.

Note that the Scholarship portion of a graduate assistantship is a credit against tuition awarded to a student. In order for this award to be credited to a student's account in a timely manner, and to avoid late payment fees, the paperwork for the graduate assistantship must be processed by the Student Financial Services Office **prior to** the beginning of the semester for which it is intended. [By June 10 for Fall semester, by November 23 for Spring semester, and by last day of Spring semester for the Summer semester.]

## **SPECIFIC INSTRUCTIONS:**

### **Graduate Assistantship Online Form**

The online Graduate Assistant Form is available through eCampus under the Service tab by launching eSAAS and then choosing "Graduate Assistantship Form".

The form entry is similar to the paper form but will streamline the approval process. Once the form is entered, each level (Dean, Budget, Provost, Human Resources, Student Financial Services) will be notified that the form is ready for approval.

If at any point, the form is rejected, the Chair will be notified and the form will need to be resubmitted.

The following instructions explain the online form and fields required for submission.

1. The first screen allows you to select the student. If you know the Student's Id Number you can enter it, or click the "Select Grad Assist" button to select by name.

**ADELPHI UNIVERSITY**  
**GRADUATE ASSISTANTSHIP FORM**

Enter Student Id:  OR

**Name Search**

Enter the first 3 letters of the last name, comma, and first 3 letters of the first name:

- a. When searching by name, enter the first 3 letters of the last name, a comma, and the first 3 letters of the last name. For example, to search for John Smith, enter **SMI,JOH** and click the Submit button.
2. Once the student is selected, you can create a new form or select an existing form (if any).

**ADELPHI UNIVERSITY**  
**GRADUATE ASSISTANTSHIP FORM**

Enter Student Id:  OR

Select Grad Assist Form:

- a. To Select a previously entered form (if any exist), click on the dropdown box.
- b. Click the Next button to proceed to the form.

ADELPHI UNIVERSITY	
GRADUATE ASSISTANTSHIP FORM	
Graduate Assistant:	<del>XXXX</del> COLLEEN HUMES International Student : No
Select Employment Dept:	BIOLOGY ▾
PERIOD OF ASSISTANTSHIP	IMMEDIATE SUPERVISOR
Select Term: Summer ▾ Year: 2014 ▾	Select Graduate Assistant Supervisor: LIWANAG, HEATHER ▾
Session: Session 1 ▾	
TYPE OF ASSISTANTSHIP	Duties:
<input type="radio"/> Teaching Assistant <input type="radio"/> Research Assistant <input type="radio"/> Service Assistant <input type="radio"/> Traineeship	<input style="width: 100%;" type="text"/>
TERMS OF ASSISTANTSHIP	
Number of Weeks Required to Work Per Semester:	<input type="text"/> (15 is standard)
Total Number of Hours Per Week Required to Work:	<input type="text"/>
<input type="checkbox"/> Tuition Credits <input type="checkbox"/> Stipend	
<input type="button" value="Submit"/>	

3. Fill in the form as follows:

- a. Employee Dept – Select the correct department from the dropdown menu.
- b. Term – Select Fall, Spring, or Summer Term. If selecting Summer, you will need to specify if its Session 1 or 2.
- c. Year – Select the appropriate year.
- d. Supervisor – Select from the dropdown of department supervisors.
- e. Type of Assistantship – you can only select ONE.
- f. Duties – Enter the duties the student will be performing.
- g. Number of Weeks – Enter the number of weeks (no decimals)
- h. Total Hours – Enter hours per week. (A warning is displayed if the total hours (including other assistantships) this student is working is over 20 hours).
- i. Choose the payment method(s).

<input checked="" type="checkbox"/> Tuition Credits           Number of Credits <input style="width: 100px;" type="text"/> OR Dollar Amount <input style="width: 100px;" type="text"/> Charged to Account <input style="width: 100px;" type="text"/> -4661
<input type="checkbox"/> Stipend

- i. Tuition Credits – Enter the Number of Credits **OR** Dollar Amount (NOT Both) and the GL Account Number that will be charged.

Tuition Credits StipendDollar Amount Charged to Account -4130

- ii. Stipend – Enter the Stipend Dollar Amount and the GL Account Number that will be charged.
  - j. Please note, **both** “Tuition Credits”, and “Stipend” may be selected as payment methods. The system allows multiple payment methods.
4. When all fields are filled in to your satisfaction, click the Submit button.
5. The student will be emailed notification that the form has been submitted for review, and will be able to approve the form through the *CLASS* system. All forms must be approved by the student before they can be processed.