



GRADUATE ASSISTANT HANDBOOK

2009-2010

Office of the Provost
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INTRODUCTION

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

Graduate Assistantships are non-tenured, part-time academic appointments that are available through 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 professionals, albeit apprentices, in a university. It is the assistant's responsibility to quickly 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. Students should contact, as early as possible, 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

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. Non-degree and part-time students are not eligible for graduate assistantship appointments except where students are making satisfactory and timely progress toward their degree and with approval of the Office of the Provost. Appointments are customarily made to 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.

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

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 cumulate to more than 20 hours per week – this includes hours worked for all campus jobs combined. Students sign and receive a copy of the Graduate Assistantship Form completed 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. This must be signed 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.

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.

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. 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

The maximum course load for a graduate student is 16 credit hours each semester; 9 credit hours with an assistantship is considered a normal full course load; For federal and state, and other financial aid purposes only, 12 credits is considered a full-time course load. 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.

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 their period of 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:

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: both deficiencies, 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 head 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 immigration papers or visa. Each international student must demonstrate proficiency in written and spoken English to the satisfaction of the hiring unit, as may be required by their duties, and due to applicable laws under no circumstances may work more than 20 hrs/wk while school is in session.

Graduate Assistant Form

An Adelphi University Graduate Assistantship Form, with completion instructions, is at the end of this handbook.

STIPEND AND BENEFITS

Pay Schedule

Hourly rates vary by unit. Generally, doctoral students are paid higher rates than masters students. Graduate Assistants receiving stipends are paid four times per semester (last student pay date in Sept., Oct., Nov. & Dec.; Feb., Mar., Apr., & May or summer month).

Remission of Tuition

The amount of tuition remission varies by unit.

Graduate Assistant Benefits

All benefits associated with a Graduate Assistantship are listed on the Form. For a sample of the Graduate Assistant Form, examine the last page of this document.

Vacation

The academic calendar details the days that classes are in session. All vacation and holidays are listed there: <http://ecampus.adelphi.edu/registrar/calendar.php> Graduate Assistantships follow the working-time schedule of the employing unit.

Sick Leave

Graduate assistants are expected to make up any work sessions that are missed because of illness and, to the extent in advance that it is possible, to notify their supervisor 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 Financial Aid Office, Levermore 001, for complete details and options.

Graduate Fellowships

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

Tuition Scholarships

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

External Support

Contact Office of Sponsored Projects and your academic unit.

Dissertation Research Awards

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

Tax Liability of Financial Aid

In most cases, graduate assistantships are taxable. Consult your tax advisor, the Financial Aid Office and the IRS for details for your specific circumstances.

Credit Union Privileges

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

Emergency Student-Loans

Inquire at the Office of the Dean of Student Affairs concerning eligibility and possibilities. Loans no more than \$300, must be repaid within the semester they are taken, and require a showing of emergency need.

CONFIDENTIALITY/FERPA/SARBANES-OXLEY ACT

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 <http://intranet.adelphi.edu/hr/training.index.php> and can be accessed from any computer on campus.

RESOURCES AND SERVICES OF THE UNIVERSITY

Academic and Professional Resources

1. Information Technology: <http://infotech.adelphi.edu/>
2. Swirbul Library: <http://libraries.adelphi.edu/>
3. Office of Research, Assessment and Planning: <http://intranet.adelphi.edu/orap/>
4. Administration: <http://administration.adelphi.edu/>
5. International Programs: <http://admissions.adelphi.edu/international/>
6. Continuing Education
 - a. Nursing: <http://academics.adelphi.edu/nurs/conted.php>
 - b. Social Work: <http://academics.adelphi.edu/swk/conted.php>

Human Resources and Services

- <http://intranet.adelphi.edu/hr/>
1. Career Services: <http://students.adelphi.edu/career/services.php>
 2. Child-Care Centers: <http://academics.adelphi.edu/edu/childactivity.shtml>
 3. Clinical Centers:
 - a. Communication Sciences and Disorders: <http://academics.adelphi.edu/edu/csd/facilities.shtml>
 - b. Derner IAPS Center for Psychological Services: <http://academics.adelphi.edu/derner/psychsrcv.shtml>
 4. Commuter Student Affairs: <http://students.adelphi.edu/sa/csa>
 5. Disability Support Services: <http://students.adelphi.edu/sa/dss>
 6. EEO Statement: <http://intranet.adelphi.edu/hr/policies/eeo.php>
 7. Handicapped Parking: http://students.adelphi.edu/sa/dss/stud_guide.shtml
 8. Pay Schedule: http://intranet.adelphi.edu/hr/payroll/pay_schedule.php
 9. Special Academic Programs for Non-Traditional Students: <http://academics.adelphi.edu/specialprograms.php>
 10. Health Services Center: <http://students.adelphi.edu/sa/hs>
 11. Student Counseling Center <http://students.adelphi.edu/sa/scc>
 12. Campus Safety: <http://administration.adelphi.edu/publicsafety/>
 13. Traffic and Parking: http://administration.adelphi.edu/publicsafety/traffic/car_regulations.php
 14. Training: <http://intranet.adelphi.edu/hr/training.index.php>

Teaching Assistants – Some Useful Information

1. Role – see unit
2. Orientation – see unit
3. University Training – see unit
4. Department Training – see unit
5. Academic Integrity <http://academics.adelphi.edu/policies/conduct.php>
6. Honor Code <http://academics.adelphi.edu/policies/honesty.php>
7. Code of Conduct: <http://students.adelphi.edu/sa/judicial/code.shtml>
8. Referral Information: <http://academics.adelphi.edu/handbooks/>

University's Policies on Sexual Harassment and Non-discrimination

<http://academics.adelphi.edu/policies/harass.php>

More Information

The Center for Student Leadership and Activities is located in University Center room 110 (ext. 3603). The *Guide to Student Life 2009-2010* can be obtained there.

OVERVIEW OF AVAILABLE GRADUATE ASSISTANTSHIPS

Academic Programs

(See charts on two pages following)

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, 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, 5 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.		
Child Activity Center	Teaching Assistant	Early Childhood Education	20 weeks, 10 hrs per week
	Assisting in the Child Activity Center.		
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.		
Education	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		
Education – Summer	Graduate Assistant	Sociology, Communication Disorders,	As contracted
	Under faculty supervision duties include research, teaching, recruitment, and clerical assignments		

(Continued on next page)

Unit	Possible Duties	Major of Recent Student	Hours
Education – Department of Communication Sciences and Disorders	Research Assistant	Communication Sciences and Disorders	15 weeks, 2 to 13 hrs per week
	Under supervision, a student may be assigned a subset of the following responsibilities: provide clinical services at the Hy Weinberg Center for Communication Disorders; assist with administrative aspects of clinical services; conduct speech and language screenings on all prospective student teachers in the School of Education; conduct hearing screening services as part of our community outreach program in our sound-treated van; assist faculty with research projects (this also provides students with the opportunity to become involved with research; a number of students have presented with faculty at professional conferences; this helps to recruit students into the program); assist with student recruitment efforts – answer student questions, give tours; assist with administrative tasks in department office.		
Learning Center	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.		
Nursing	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.			
Social Work	Research Assistant		15 weeks, 6 hrs per week
	Under faculty supervision collect data, data entry and analysis, library & internet research, general administrative work, writing.		
Alumni Relations	Administrative Assistant	Finance and Banking	15 weeks
Development	Administrative Assistant	Psychology	20 weeks
Promotion and Outreach	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
Academic Services and Retention	Graduate Assistant	Sports Management	15 weeks 15 hrs per week
	Maintaining and updating student athlete's files. Responsible for making sure files are complete with all necessary eligibility paperwork. Responding to daily correspondence from Athletes and Admission. Run weekly team rosters and deliver to Athletics and Admissions. Schedule and attend monthly NCAA meeting.		

Health Services	Graduate Assistant	Secondary Education	15 weeks 20 hrs per week
	Coordinates PEER Educators in Health Services		
Student Activities	Graduate Assistant	Secondary Education	15 weeks 20 hrs per week
	Supervise events, and assist in student activities programming		
Student Financial Services	Graduate Assistant	S.T.E.P.; Childhood Education	15 weeks 10 hrs per week
	<p>1) Run weekly and daily reports, updating as needed. 2) Work with Assistant Director on the Federal R2T4 refund calculations, match files, send letters and follow-up on refunds within federally mandated time period. 3) Assist with Graduate Assistantship, co op waivers and tuition remission processing for all University departments. 4) Prepare back to lender packets for processing by assistant director. 5) Assist IDESK with telephones during peak periods. 6) File, run errands and assist others in Student financial services as needed.</p>		
Residential Life	ARHD – Assistant Residence Hall Director	Scholars Teacher Education Program	15 weeks 20 hrs per week
	<p>Tasks include but are not limited to: 1) 20 Office hours per week to be conducted in Earle Hall where accessible to students. 10 office hours must be conducted between the hours of 9:00am-5:00pm Monday -Friday. 2) Database management and tracking for Earle Hall. 3) Process Damage Billing for Earle Hall. 4) Attend weekly staff meetings in Earle. 5) Assist in supervision of 6 Resident Assistants and 1 Senior Resident Assistant. 6) Supervision of Earle Hall Attendant Staff. 7) Assist Earle Residence Hall Director in maintaining Earle Judicial database. 8) Assist Earle Residence Hall Director in adjudicating minor incidents. 9) Advise Earle Hall Council. 10) Participate in RA training and RHD Training as assigned. 11) Act in absence of Earle Residence Hall Director. 12) Participate in RHD Duty Rotation. 13) Service on one of Departmental functional teams (Administrative Operations, Leadership Development, and Programming). 14) Present one program for Earle Hall per semester - topic to be determined by Earle Hall Director. 15) Attend weekly Hall Director meetings.</p>		
	Graduate Assistant for Judicial Programs	Business Management	15 Weeks 20 hrs per week
<p>Work for Assistant Dean of Residential and Judicial Programs to help administer University's judicial program. Residential Life and Housing 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. Some evening hours may be expected.</p> <p>Job responsibilities include, but are not limited to the following: 1) 20 office hours per week to be conducted in Earle Hall. 2) Manage judicial database including data entry and case tracking. 3) Schedule disciplinary conferences. 4) Generate reports including statistical analysis. 5) Track sanction completion and follow-up. 6) File and maintain student records. 7) Process paperwork to be maintained in our office and to be prepared for other departments within the university. 8) Work directly with students to help resolve differences and address problems.</p>			
Public Safety	Graduate Assistant	Accounting	15 weeks 15 hrs per week
	<p>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 data base 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.</p>		

Unit	Possible Duties	Major of Recent Student	Hours
Athletics Trainers Office	Graduate Assistant	Physical Education or Health Education	15 weeks 20 hrs per week
	<p>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.</p> <p>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.</p>		
Athletic Events	G.A. Athletic Event Staff Supervisor	Childhood Education or Physical Education	14 weeks 20 hrs per week
	<p>The duties of the G.A. Athletic Event Staff Supervisor consist of but not limited to: 1) Hiring and staffing student workers for all athletic events. 2) Supervising the event staff during athletic events for its pre and post set up. 3) Assist Event Manager/Special Project Coordinator with half-time promotions, tickets sales, and concession sales. 4) 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. 5) In office administrative duties also required for mailings, promotion, data entry, and research for the Athletic Department.</p>		
Rec Center	Graduate Asst for Open Recreation and Facilities	Physical Education Sports Management	17 weeks 20 hrs per week
	<p>1) Coordinates all Open Recreation staff needs including schedules, training, assessment and communication for Lifeguards, Gymnasium and Fitness Center Attendants. 2) Assists the Director in coordinating and recording all facility schedules and creates weekly open gymnasium schedule. 3) Processes paperwork and cards for Alumni Leisure Passport and Community Recreation members. 4) Assists the Director in maintenance and upkeep of the Fitness Center as well as other shared facility maintenance needs. Fitness Center bulletin Boards. 5) Supervises weekends and some evening open recreation.</p>		
	G.A. for Special Events, Promotions & Group Fitness	Physical Education	17 weeks 20 hrs per week
<p>1) Coordinates all Promotional efforts for the activities offered in Recreation including promotional flyers, UC tables, etc. 2) Plans and implements all special events including Cat Cup Challenge and co-coordinated events such as Student Faculty Sports night, etc. 3) Assists in administration of Group Fitness Classes. 4) Supervises weekends and some evening open recreation.</p>			
	Graduate Assistant for Intramural Sports	Physical Education	17 weeks 20 hrs per week
<p>1) Plans and implements all intramural sports such as Flag Football, Basketball, volleyball, and more. 2) Organizes one day tournaments in sports such as badminton and racquetball. 3) Supervises Intramural supervisors and tracks game results and keeps website up to date. 4) Planning some outdoor adventure opportunities this year. 5) Supervises weekends and some evening open recreation.</p>			

Unit	Possible Duties	Major of Recent Student	Hours
Athletic Media Relations	Graduate Assistant	Sports management, journalism, communication desired.	15 weeks 20 hrs per week
	<p>The Graduate Assistant will be responsible for, but not limited to: 1) 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 2.) layout and design of media guides; writing, editing and distribute press releases and game programs. 4) Update athletic website as needed. 3.) In office administrative duties as required for mailings, promotion, data entry and research for the Media Relations Department.</p> <p>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.</p>		

INSTRUCTIONS FOR FILLING OUT GRADUATE ASSISTANTSHIP FORM

BACKGROUND INFORMATION:

The Graduate Assistantship Form lists the type of assistantship and an overview of the general terms and conditions. It 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 Financial Aid Office will be diminished to match the tuition for courses the student is taking). The Graduate Assistantship Form is processed in the following order:

1. **Department/Unit** – Fills in form and discusses specific responsibilities with student. It is signed by student and by department/unit representative.
2. **Provost's Office** – Approval that unit has provided a description of duties and responsibilities for the position that is educationally appropriate.
3. **Budget Office** – Verifies unit budget is sufficient to cover the amounts listed on form.
4. **Student Financial Services** – Verifies that amount of Scholarship is less than or equal to Tuition and checks that all previous steps have been completed.
5. **Human Resources** – Verifies student is enrolled, has supplied Social Security Number and has completed W-2 and other necessary employment forms. In the case of International Students, the office verifies that Alien Registration Work/Study card and other requirements have been met.
6. **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 Financial Aid 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:

Student neatly PRINTS name and other identifying information on the top of the form. The address should be the permanent address used for tax purposes.

Unit representative will complete the SCHOLARSHIP and/or STIPEND portion of the form. The number of weeks required and the number of hours required per week and the schedule for these should be discussed with the student. When agreement has been reached, both the student and the unit representative should sign the form. After the form has been signed by the Dean, it should be sent to the Provost's Office.

GRADUATE ASSISTANTSHIP FORM

NAME _____ DATE _____
 ADDRESS _____ DEPARTMENT OF EMPLOYMENT _____
 BIRTH DATE _____ SOCIAL SECURITY # _____
 FULL-TIME STUDENT PART-TIME STUDENT

PERIOD OF ASSISTANTSHIP

Fall _____ Year _____
 Spring _____ Year _____
 Summer _____ Year _____ Session _____

IMMEDIATE SUPERVISOR (PRINT):

TYPE OF ASSISTANTSHIP (Check box and list primary duties)

Teaching Assistant _____
 Research Assistant _____
 Service Assistant _____
 Traineeship _____

TERMS OF ASSISTANTSHIP

NUMBER OF WEEKS REQUIRED TO WORK PER SEMESTER (15 is standard)

NUMBER OF HOURS PER WEEK REQUIRED TO WORK*: *Total*
 Do you have another position at Adelphi? _____
 If yes, how many hours/week? _____

* The maximum number of hours you may work per week is 20 hours total for all assistantships/positions combined.

SCHOLARSHIP AMOUNT: \$ OR TUITION CREDITS PER SEMESTER =
 CHARGED TO ACCOUNT: - - 4 6 6 1

STIPEND AMOUNT: \$
 CHARGED TO ACCOUNT: - - 4 1 3 0

FOR USE BY STUDENT FINANCIAL SERVICES

CREDIT TO ACCOUNT \$ _____ FA CODE _____

APPROVALS

DEPARTMENT CHAIRPERSON _____ DATE _____
 DEAN OF SCHOOL _____ DATE _____
 PROVOST OFFICE _____ DATE _____

NOTE: Graduate scholarships representing payment for services rendered are taxable in accordance with Section 117 of the Internal Revenue Code. The University is required to withhold applicable federal, state and social security taxes and issue a W-2 form to all recipients. Taxes will be withheld on graduate assistant SCHOLARSHIPS based upon an average rate of compensation for the services rendered by the recipient. ALL GRADUATE ASSISTANTS MUST CONTACT THE OFFICE OF HUMAN RESOURCES TO COMPLETE A W-4 FORM AND FORM 1-9. Scholarship and/or stipend may impact your Financial Aid Package: Consult Financial Aid Office before signing.

STUDENT SIGNATURE _____ DATE _____