



## **SSU Office of Communications Graduate Assistant**

*All conditions described here are consistent with guidelines set forth in the Graduate Program Manual*

### **ELIGIBILITY**

- Graduate Assistantships are available only to full-time students granted unconditional admission to a graduate degree program.
- Appointments are made by the Graduate Assistant hiring committee according to the policies of this manual and the procedures established by the Graduate School.
- Graduate Assistants receive a tuition scholarship for TWO full semesters per academic year (normally Autumn and Spring) and a stipend of up to \$8,000 per year (distribution is determined by the program). NOTE – the student may be responsible for tuition and expenses beyond the two full semesters depending on fund availability (see details below under “Tuition Remission”).

### **POSITION DESCRIPTION/TERMS AND CONDITIONS**

Specific assignments and responsibilities will be determined by the Director of Communications. Responsibilities may include one or more of the following:

- Managing website project: meeting with departments, creating or updating content, establishing goals, and tracking progress.
- Standardizing academic website pages: meeting with faculty, department chairs and deans to establish content template, creating or updating content to create consistency in information provided to students, create strong calls-to-action on each academic site.
- Writing copy, taking photos and creating video content, as assigned as part of academic webpage update.
- Creating strong marketing strategies for the web, utilizing new website tools.
- Providing general assistance to the Director and Assistant Director of Communications in support of the University’s initiatives.

## **LENGTH OF APPOINTMENT**

- Graduate Assistants receive appointments for one academic year (two semesters) beginning with the fall semester.
- Graduate Assistants must perform satisfactorily in both degree requirements and their assistantship duties. Satisfactory progress toward a degree means meeting minimum registration requirements, maintaining a cumulative grade point average of at least 3.0, and fulfilling other academic requirements as determined by the program. Failure to meet these standards or failure to perform satisfactorily as an assistant will be grounds for cancellation of the assistantship agreement.

## **TUITION REMISSION**

- Students under an assistantship agreement are eligible to be awarded a tuition remission for all instructional fees (not including laboratory or other program fees).
- Tuition remissions are not authorized for audited courses or undergraduate courses.
- Graduate fees will be assessed.
- Students who had assistantship agreements for the preceding two (2) consecutive semesters (fall and spring) MAY be authorized, contingent upon availability of funds, a summer semester tuition remission with no service required during the summer semester.
- Students who have completed their graduate degree program of study are not authorized to receive a summer semester tuition remission.
- Graduate Assistants not completing the terms of their assistantship agreements in a given academic semester may be required to reimburse the University for part or all of the tuition that was remitted.

## **MINIMUM CREDIT HOUR AND WORK HOUR REQUIREMENTS**

- Graduate Assistants must carry a minimum of nine (9) semester hours of graduate credit per academic semester (excluding summer semester) or their assistantship may be terminated; however, individual departments and/or programs may establish a higher minimum.
- Graduate Assistants devote 20 hours per week to assistantship assignments during the fall and spring terms. Any other conditions will be specified by the appropriate program area. This includes off-time between academic semesters, specific duties, and proper supervision.
- All conditions will be stated in writing on the Graduate Student Assistantship Employment Contract.

- Graduate Assistants may take less than nine (9) hours of graduate credit only in the summer semester.
- Graduate Assistants may perform no more than 1,500 hours of service to the University in any calendar year.
- International students who are Graduate Assistants may have additional limitations and should contact the Director of CIPSA for relevant information.
- Graduate Assistants may hold concurrent active appointments with the Graduate School and the Office of Student Employment provided that the students:
  - Receive permission from the program area that sponsors the graduate appointment.
  - Maintain a 3.0 cumulative graduate grade point average.
  - Do not work more than 30 hours per week in all campus positions while classes are in session.
  - Do not work more than 40 hours per week at any time when classes are not in session.
  - Abide by all other rules governing the Student Employment and graduate programs.
  - Failure to adhere to any of the above conditions may result in termination from student employment and/or the graduate assistantship positions.

## **EMPLOYMENT ELIGIBILITY**

- The Immigration Reform and Control Act of 1986 requires all employers to verify the employment eligibility of anyone employed after November 6, 1986. All Graduate Assistants are required to comply with this law.
- During the appointment for final processing of the graduate assistantship agreement, a student will be required to complete an Employment Eligibility Verification Form I-9 (<https://www.uscis.gov/i-9>) and provide proof of citizenship or legal alien status and eligibility to work in the U.S. This proof must be provided within three days from the day the assistantship agreement is signed, or a receipt must be presented within three days showing that an application has been made for the required document(s). The document(s) must then be produced within 90 days of the date on the assistantship agreement. If the required document(s) is/are not provided within the specified time, the assistantship agreement will automatically be terminated until the required proof is furnished. The proof required for employment eligibility is contained on the sample Form I-9. Please note that if a student cannot provide a document from List A on Form I-9, then a document from both List B and List C must be provided. However, international students with visas must present their passports.

## **APPLICATION PROCEDURE:**

- Application Deadline: May 1.
- Complete your application at [shawnee.edu/communications-mba-ga](http://shawnee.edu/communications-mba-ga)