

WINTHROP UNIVERSITY
GRADUATE ASSISTANT / ASSOCIATE POSITION GUIDELINES

THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. WINTHROP UNIVERSITY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

WORK AGREEMENT

By accepting a Graduate Assistant/Associate (GA) position, the student understands the importance of this position and affirms their intent not to pursue other positions on campus. Students cannot hold more than one GA position in a semester.

WORKLOAD

GA positions require a certain number of hours of work per week, indicated on the hiring proposal form, as determined by the hiring department. No position shall exceed 20 hours per week. Any additional on-campus employment must be pre-approved by The Graduate Studies office.

REQUIRED REGISTERED HOURS

GAs must be registered for at least 9 credit hours of course work per semester at Winthrop University, or 18 hours for the academic year. Eligible students in 100% online graduate programs must be registered for at least 6 credit hours at Winthrop University. Graduate students in their final semester, who have less than 9 hours of coursework remaining to meet degree requirements, may be granted permission to enroll in less than 9 credit hours at the discretion of the Dean of the School of Graduate, Continuing, and Online Education.¹ This may result in a decrease in the amount of the stipend and/or tuition grant.

GOOD ACADEMIC STANDING

To be approved for a GA position, the student must be fully or provisionally admitted to a graduate degree program. Any exceptions are granted solely at the discretion of the Dean of the School of Graduate, Continuing, and Online Education. To retain a graduate position, the student must maintain academic eligibility and may not be on academic probation.

SATISFACTORY PERFORMANCE

The opportunity to continue as a GA will be based on many factors, including but not limited to satisfactory performance of the duties as assigned.

ANTI-HARASSMENT POLICIES

Winthrop University prohibits harassment of any employee because of the employee's race, color, religion, sex (including pregnancy and childbirth, or related medical conditions), national origin, age (forty-plus / 40+), protected disability, veteran status, sexual orientation, gender identity or other characteristic protected under applicable federal, state or local law. Harassment may include verbal or physical conduct (including improper joking or teasing) that denigrates or shows hostility or aversion towards an individual because of these protected attributes.

Students who believe they are being subjected to unlawful harassment or discrimination must notify their supervisor, department head, or any other department head with whom they feel comfortable.

Sexual Harassment Policy: [Title IX Sexual Harassment Policy](#)

Winthrop University is an educational community committed to common standards of integrity and respect for all of its members. All members of the Winthrop community, guests, and visitors have the right to be free from sexual harassment and sexual misconduct; and such behavior will not be tolerated by the Winthrop community. Winthrop is committed to taking immediate, equitable, and effective actions to respond to sexual harassment and sexual

¹ International students require special permission to under-enroll; please contact the International Center for more information.

misconduct to prevent its reoccurrence and to address its effects. For purposes of this Policy, sexual misconduct is always considered a form of sexual harassment; and the term sexual misconduct is used unless there is a specific reference to sexual harassment as defined in the Student Conduct Code. A student who believes she or he has been subject to harassment by an employee should immediately contact either the Dean of Students in 246 DiGiorgio Campus Center, ext. #4503 or the Associate Vice President for Human Resources in 303 Tillman, ext. #2273. If a student believes that he or she is being harassed by another student, please refer to the Student Sexual Misconduct Policy.

COMPLAINT PROCEDURES

For non-academic student complaints, rigorous and robust response mechanisms and records of actions are maintained by The Department of Student Life. Non-Academic student complaints are addressed in a fair and professional manner. To address and resolve their complaints as quickly as possible, students should contact the office responsible for overseeing the immediate area causing the concern. There are multiple access points for students to make the University aware of their concerns, including, scheduling a face-to-face meeting or telephone conversation with a designee from the corresponding area in which the issue occurs, or completing the online [Non-Academic Student Complaint form](#). Records of complaints and their resolutions are maintained by the Department of Student Life. If students are uncertain to whom or where to address their complaints, they can contact the Dean of Students Office, located in 246 DiGiorgio Campus Center by walking in or calling (803) 323-4503 to schedule an appointment. Once an appointment is scheduled, a designee from the Dean of Student's Office will help the student in resolving the complaint. If unable to address the complaint immediately because of policy or procedural requirements, the Dean (or designee) will assist the student in directing the complaint to the appropriate university official or office better able to address the matter.

FINANCIAL INFORMATION

COMPENSATION

Graduate **Assistants** will receive a stipend paid in equal installments, as determined by the start/end dates on the hiring proposal form, via payroll. Any tuition grant is paid through the Financial Aid Office. The amount of stipend and tuition grant will be indicated on the hiring proposal form.

Graduate **Associates** are FLSA non-exempt employees and will receive an hourly wage. Timesheets must be submitted for the hours worked. Any tuition grant is paid through the Financial Aid Office. The amount of the hourly wage and tuition grant will be indicated on the hiring proposal form.

For information on when to expect paychecks, payroll calendars can be found [here](#).

3-PAYMENT PLAN

As an approved Graduate Assistant/Associate, you are eligible to enroll in a [3-payment plan](#) each semester to ensure your registration will be protected if you are not fully covered by Federal Financial Aid. The plan option will be added to your Wingspan account. **You must indicate your preference for the payment plan option prior to the payment deadline.** If you choose not to attend Winthrop University for the applicable semester, or you decide to decline your GA position, it is your responsibility to drop your schedule. Please also understand that you are still responsible for any fees that may remain as a result of your withdrawal from classes.

STUDENT'S TUITION / FEES PAYMENT

Students enrolled in the GA 3-payment plan may defer their first payment until (or pay in full by) October 1st (Fall semester); February 15th (Spring semester). Tuition and fees may be paid by:

1. Cash, check, or credit card payment: Cashier's Office at cashiersoffice@winthrop.edu or 803-323-2167;
2. Winthrop Payment Plan: enroll through your Account Summary in WINGSPAN. If you have questions contact SFS at sfs@winthrop.edu or 803-323-2165. Note that this is an alternative option to the 3-Payment Plan for GAs;
3. Financial aid awards: contact the Financial Aid Office at finaid@winthrop.edu or 803-323-2189.