

Graduate Assistantships and Associateships: Supervisory Guidelines

One-Semester Contracts Only

- A new hiring proposal must be made and completed for each semester of a Graduate Assistant/Associate position.
- The deadlines for submitting Graduate Assistant and Graduate Associate hiring proposal are August 1 for Fall and December 1 for spring.

Please use the following dates of employment*:

Fall Term	August 21 – December 12, 2023
Spring Term	January 8 – April 30, 2024

*Exceptions to these terms must be approved by Graduate School Dean.

Approval Process

The student hiring system automatically routes GA hires through the appropriate departments. The hiring department should complete all Human Resources (HR) required forms (such as I-9, etc.) with the student and submit those directly to HR (see also next section for International Students).

International Students

According to USCIS federal regulations, international students holding an F1 or J1 student visa are only allowed to work on-campus for 20 hours per week (Sunday-Saturday) during the fall and spring semesters. This limit on the number of hours that they can work is inclusive of any work performed for Winthrop under a scholarship, or assistantship, employment in the library, etc. For example, a student employed 20 hours per week in an assistantship is ineligible to work anywhere else under the on-campus provision.

The student hiring system identifies the international student as such by their Winthrop ID #. Additional forms from the International Center may be required by HR for international student hire.

Grant Assistant or Associate Positions

For Graduate Assistant or Graduate Associate positions hired as part of grants or grant-match allocations, please contact the Dean of the Graduate School (ext. 2204) for help in completing the GA position template and/or hiring proposal.

Stipend is Pay for Hours Worked

All Graduate Assistants and Associates, regardless of tuition grant award receive either hourly pay or a salary amount (non-exempt vs. exempt) for hours worked each week of the semester.

Tuition Grants

Graduate Assistants/Associates receive fixed tuition grants. The Financial Aid Office applies these grants directly to the student account once enrollment is verified. The tuition grant amount cannot exceed the total cost of tuition charges.

Out-of-State Graduate Assistants and Associates

Out-of-state Graduate Assistants and Associates will pay in-state tuition rates as a result of receiving a tuition grant as part of their compensation.

Graduate Assistants and Associates Must Pay Tuition and Fees

Graduate Assistants and Associates are responsible, like all other graduate students, for paying their tuition and fees. However, Graduate Assistants and Associates receive other unique benefits to help with this process. Graduate Assistants and Associates' are automatically enrolled in the "3 payment plan" (see "[GA 3-Payment Plan](#)" form). Tuition payments begin much later in the semester, after they have begun receiving their stipend.

Notify Graduate School of Termination

Because schedules for Graduate Assistants and Associates are automatically validated, supervisors must notify the Graduate School if a student chooses not to accept a position, resigns from a position, is removed from the position, or is placed on academic probation. Students on academic probation are not eligible for GA positions. The student is responsible for any fees that may result from a change in their GA status.

Supervising Graduate Assistants

Graduate Assistants will receive stipends and will be paid typically in equal installments throughout the semester. Be sure to check the **Student [Payroll Calendar](#)** to determine how many installments your GA will collect.

Supervising Graduate Associates

- Because of FLSA regulations, Graduate Associates are non-exempt employees and, therefore, need to complete time sheets on Wingspan for hours worked during each pay period.
- As a result, calculate the hourly wage for the Graduate Associate on the hiring proposal. For Graduate Associates working 20 hrs a week for 15 weeks during one semester, their hourly wage is equal to the stipend divided by 300 hours.
- Graduate Associates will only be paid for hours worked. They will not be paid for days they do not work (e.g. Fall and Spring Breaks). Supervisors and Graduate Associates should plan accordingly (work extra/fewer hours other weeks or throughout the semester) in order to earn the total semester stipend.
- Supervisors must supervise the hours worked by Graduate Associates. If the student earns more than the approved stipend, the overage will be covered by the hiring unit's operating budget. Graduate Associates must be paid for all hours worked. It is important to keep track of the total amount earned as the semester proceeds to prevent going over the budgeted limit.