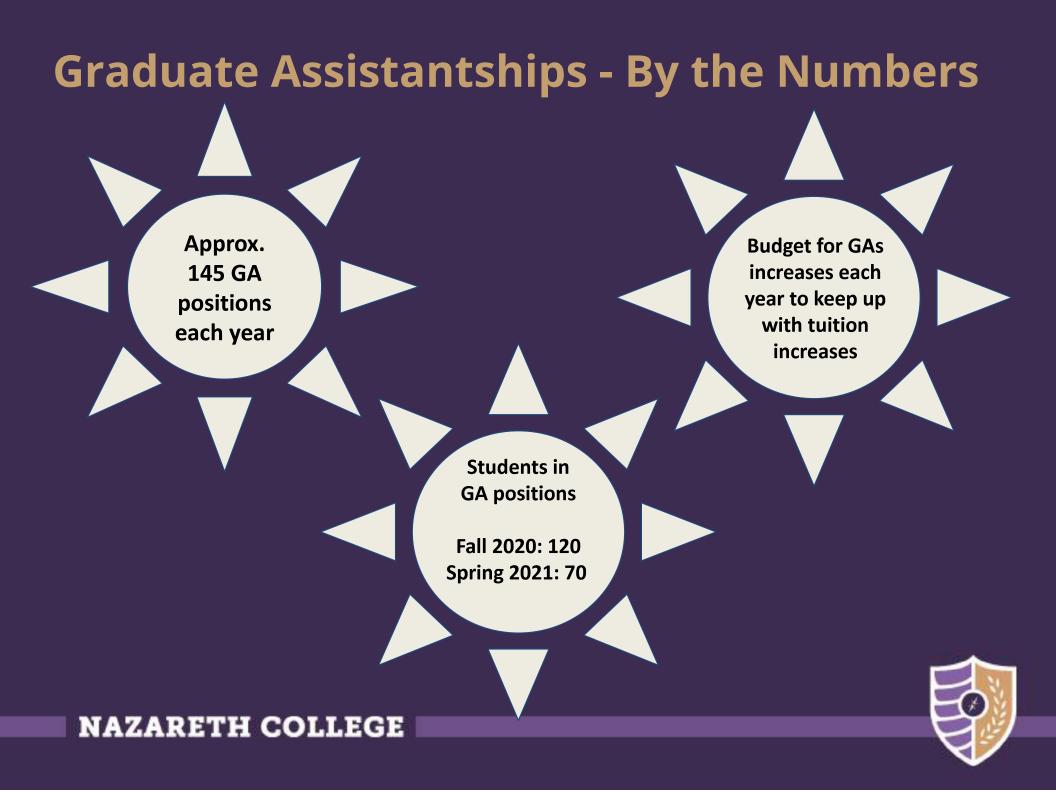
Graduate Assistantships

Information Session





Graduate Assistantship Positions

- GA positions are available across all academic and administrative departments at the College
- Once you secure a GA position, as long as the job expectations are between met between you and the GA supervisor, you can continue the position from term to term without reapplying, OR
- You can look for a position that suits your interest/schedule each term



Graduate Assistantship Positions

- There is usually a GA position for every graduate student who would like one.
- Hours may be worked according to a schedule that suits the supervisor and the student, as long as final hours worked meets the total hours required.
- The GA award is a tuition waiver which reduces the total amount the student owes to the College for that term (applied at the beginning of the term).
- A GA contract needs to be completed each term



- GA positions are compensated in the form of a tuition waiver, which reduces the amount you owe the College for the term of the graduate assistantship
- Students are limited to a maximum of 4.5 credits per term in Fall and Spring, and 1.5 credits in the summer terms
- GA credits can be a combination of several positions not to exceed 4.5 credits.
- GA credits may not exceed registered credits



Credits	Hours Worked
1.5	5 hours/week for 15 Weeks (75 hours) – Fall/Spring 12 hours/week for 6 Weeks (75 hours) – Summer Terms
3	10 hours/week for 15 weeks (150 hours)
4.5	15 hours/week for 15 weeks (225 hours)
6*	20 hours/week for 15 weeks (300 hours) (*select positions)



- The GA contract is **completed electronically** through an e-sign process. There is no need for the GA to make arrangements to manually sign the contract.
- GAs may **not work more** than the allotted number of hours during any given semester.
- If a GA is unable to complete his/her graduate assistantship hours, the student's account will be updated and the student will be responsible for repaying the amount of the tuition waiver that was not completed.
- All work must be performed within the official semester dates



- If a GA is unable to meet the terms and expectations set forth by the supervisor, the tuition waiver can be revoked.
- Continuation of the graduate assistantship position in subsequent terms is **not guaranteed**, and is dependent on funding availability and the student's ability to meet the expectations of the position.
- The GA award is taxable income: By law, Nazareth College must report to the Internal Revenue Service the value of the remuneration including course waivers over the period of a calendar year as income earned by the Graduate Assistant.



Keeping Track of Hours

- The GA and supervisor can decide the best way to keep track of hours worked for a semester.
- GA hours are not logged into NazNet as student worker hours are
- Suggestion: Use a shared Google doc to track hours and check in a couple of times a semester to be sure hours are being managed efficiently



Locating GA Positions on Handshake

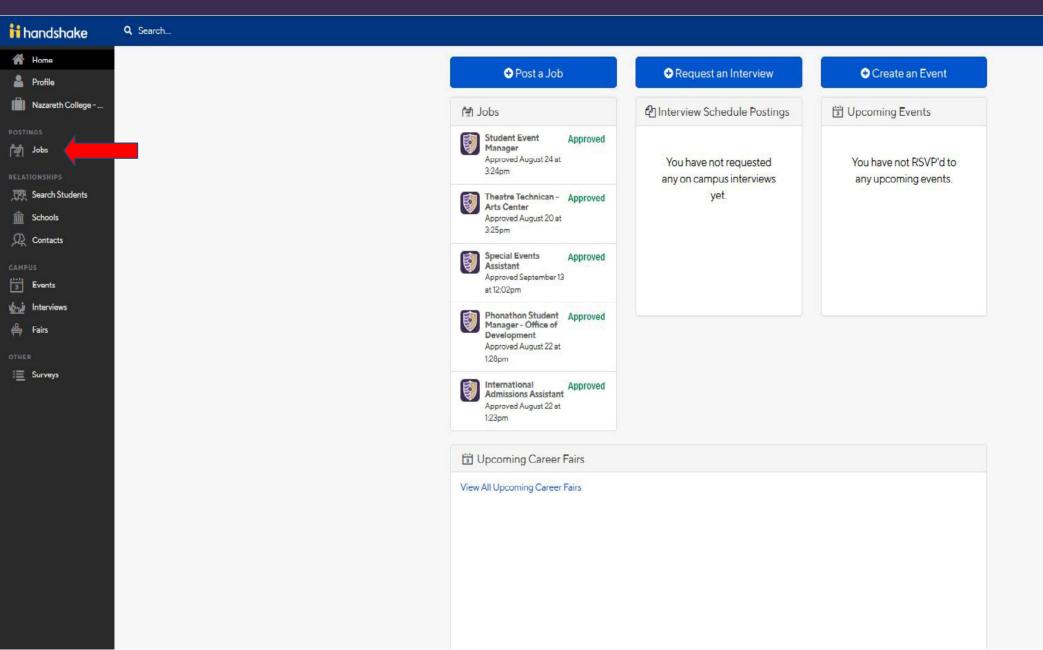
First login to your Handshake account

Welcome to Handshake	Sign in to Handsh	аке
Find jobs better, together.	🚺 Students Click Here for MyN	laz Login
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Sign up for an Account		

https://naz.joinhandshake.com/login NAZARETH COLLEGE



Then Search for your job in the left hand column



How to ensure you secure a GA position

- Apply to multiple positions
- Reach out directly to the GA supervisor if there is a position you really want
- Find GA supervisor information on the College directory
 https://directories.naz.edu/
- Work with Graduate Admissions staff can act as a liaison at the beginning of your search, or when you have identified a position in which you are interested



Questions?

The GA process, contract, policy info and advice	Accessing Handshake – applicant and position Information
Email gainfo@naz.edu	Josh Bauroth Senior Career Coach Center for Life's Work jbaurot6@naz.edu 585-389-4836 Linda Crandall Senior Department Assistant Center for Life's Work Icranda4@naz.edu 585-389-2301

