

Graduate Assistantships

Supervisor Workshop



Graduate Assistantships - By the Numbers

**Approx.
145 GA
positions
each year**

**Budget for GAs
increases each
year to keep up
with tuition
increases**

**Students in
GA positions**

**Fall 2020: 120
Spring 2021: 70**



Overview of the GA Process

- GA Process Timeline
- Review of the GA contract
- GA dos and don'ts



Overview of the GA Process

Activity	Timeline
Call for GA positions	Early October
Positions Submissions Due to Judy	November 1
Positions Reviewed and Approved by Deans	Early December
Positions Reviewed and Approved by Controller/Finance	Late January
Board Approval of the GA Budget	Late April
Posting to Handshake (assuming Board approval)	Beginning Mid-February through early March



Highlights of the GA Contract

- 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.
- 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.
- GA credits may not exceed registered credits
- 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).



Highlights of the GA Contract

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) <i>(*select positions)</i>



Highlights of the GA Contract

- 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.**



Highlights of the GA Contract

- 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.



GA Question #1

If a GA needs to leave the position at any point in the semester, what will be my first question when you call me for advice?



GA Answer #1

“How many hours has the GA completed?”

*The GA award will be prorated based on balance of the hours *not worked*, and the student’s bill will be adjusted.



GA Question #2

Student has a 3 credit GA position, and was originally registered for 5 credits in the fall term. Mid-way through, student drops to 2 credits. What happens to the value of the 3 credit GA tuition waiver?



GA Answer #2

GA credits cannot exceed registered credits, so GA waiver is adjusted to two credits. The student's bill will be adjusted so the tuition waiver is for 2 credits, not 3 credits.



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




GA Dos and Don'ts

DO	DON'T
<p>Log into your Handshake account and confirm you can “see” your GA position(s)</p>	<p>Tell a GA they can work in advance of, or after, the stated term dates (to “bank” hours) ~ all GA work must be done within the stated term dates for fall, spring, and summer terms</p>
<p>Try to make hiring decisions as soon as possible so the GA award can be posted to the student’s bill, and the student will be comfortable knowing they have secured their GA position.</p>	<p>Leave the hiring of a GA until the last minute (mid- to late-August).</p>



GA Supervisor Resources

NAZARETH COLLEGE ATHLETICS MAP DIRECTORY A-Z INDEX QUICKLINKS 

ABOUT **ACADEMICS** **ADMISSIONS** **CAMPUS LIFE** **GIVING BACK**

Search

Graduate assistantship

About 74 results (0.23 seconds) Sort by: **Relevance** ▾

www.naz.edu :: **Graduate Assistantships** - Rochester
www2.naz.edu > [tuition-aid](#) > [types-aid](#) > [graduate-assistantships](#)
Graduate assistantships (GA) provide a tuition waiver in exchange for work in a college office. The **graduate assistantship** is applied to the semester in which the ...

- Click on relevant link
- [Graduate Assistants Website](#)
- Resources (upper right hand box)



Handshake

- Locating GA positions
- How to access applicant information
- Best practices for communicating with applicants
- Responding to applicants you don't hire



Handshake

- Locating GA positions
- How to access applicant information
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Locating GA Positions on Handshake

First login to your Handshake account

<https://naz.joinhandshake.com/login>

Welcome to Handshake
Find jobs better, together.

Sign up for an Account

Sign in to Handshake

Students Click Here for MyNaz Login

or

email@example.edu Next

You can also sign in with your email address.
(Please use your .edu address, if applicable.)

Handshake 2018

[Need Help?](#)



Then Search for your job in the left hand column

The screenshot displays the Handshake website interface. On the left is a dark navigation sidebar with the following sections:

- Home
- Profile
- Nazareth College - ...
- POSTINGS
 - Jobs** (highlighted with a red arrow)
- RELATIONSHIPS
 - Search Students
 - Schools
 - Contacts
- CAMPUS
 - Events
 - Interviews
 - Fairs
- OTHER
 - Surveys

The main content area features three primary action buttons at the top: "Post a Job", "Request an Interview", and "Create an Event". Below these are three columns:

- Jobs:** A list of five job postings, each with a Nazareth College logo, a title, an "Approved" status, and an approval timestamp.
 - Student Event Manager (Approved August 24 at 3:24pm)
 - Theatre Technician - Arts Center (Approved August 20 at 3:25pm)
 - Special Events Assistant (Approved September 13 at 12:02pm)
 - Phonathon Student Manager - Office of Development (Approved August 22 at 1:28pm)
 - International Admissions Assistant (Approved August 22 at 1:23pm)
- Interview Schedule Postings:** A message stating, "You have not requested any on campus interviews yet."
- Upcoming Events:** A message stating, "You have not RSVP'd to any upcoming events."

At the bottom of the main content area is a section for "Upcoming Career Fairs" with a link to "View All Upcoming Career Fairs".

Best practices for communicating with applicants

- Don't let too much time pass between when applicants apply and when you contact them.
- Keep applicants apprised of where you are in your selection process.
- Let applicants know when your assistantship has been filled.



Responding to applicants you don't hire

- Be kind! It's always disappointing to learn that you haven't been selected for a position.
- Redirect applicants to Handshake, there may be other GA opportunities to which they can apply.
- Advise that new GA opportunities are posted each semester and for summer!
- Suggest the students meet with their career coach for more advice on potential opportunities.



Questions?

The GA process, contract, policy info and advice

~ ~ ~

We can help facilitate your search for a Graduate Assistant

Accessing Handshake – applicant and position Information

Email gainfo@naz.edu

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Center for Life's Work
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Linda Crandall

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