

Graduate Assistantships

Frequently Asked Questions – For Students

Graduate assistantships are part-time jobs for graduate students in campus departments that provide both financial support (as an hourly paid position for that semester or as a partial tuition waiver for Clinical and Athletic Coaching Positions **ONLY**) and valuable experience. These jobs support faculty/staff in research, special projects, and administrative duties.

How do Graduate Assistantships work?

Starting Spring 2026 and beyond, most graduate assistantships will transition to an hourly pay rate, paid biweekly through payroll, for work in a university office during the same semester. Information regarding the payroll process can be accessed on the Payroll Website: [Payroll](#)

Exception: Clinical Assistantships* and Athletic Coaching positions **ONLY** will continue to receive a partial tuition waiver as compensation and not an hourly wage. For those positions, the tuition cost for an equivalent number of course credits will be discounted, or waived, from your student bill. The cost of the student's graduate program's tuition per credit hour, times the number of GA credits they are hired for, equals the dollar amount they will see subtracted from their student bill.

For the Clinical and Athletic Coaching GA Positions, students **must work** the total number of hours they have been contracted for in a single term.

It is up to your **GA supervisor to track GA hours with you**. If, for any reason, you cannot or do not meet the required number of work hours during the contracted term (either because you have been terminated as/are unable to continue as the GA, or because you failed to meet the requirement) the unworked time will be added back on to your tuition bill.

GAs will continue to be hired into positions for a specific number of hours or credits.

*What's a Clinical Assistantship

Clinical Assistantships must meet the following criteria:

- The clinical assistantship position is field specific and requires a student in that program for the role (e.g. a student must be an PT student for an PT GA position), and
- The position includes direct client/patient/K-12 student interaction, and
- The position fulfills program-specific learning outcomes (e.g., skills gained/practiced in the role are directly related to the professional position the student will enter), and
- The position is not administrative in nature.

How do I find GA positions?

Graduate Assistantship positions are posted in Handshake as "Jobs" and are typically viewable on Handshake during the second half of the previous semester (or term) that they are open for. For example: Fall positions start popping up around the beginning of summer, summer positions are typically posted in early April and Spring are accessible around midterms (mid-October). The application process works just like any other job. You'll apply for any position(s) you are interested in through Handshake, and the GA supervisor will review applications and invite those they feel would be a good match to interview. Sometimes, supervisors prefer to identify GAs without posting their position in Handshake. If you are aware of and interested in a position that is not posted on Handshake, you are welcome to contact the supervisor directly to ask about the position's availability.

What is the time commitment for a GA position?

Starting Spring 2026 and beyond: GA positions will be paid at an hourly rate (except for Clinical and Athletic Coaching Positions).

For "Administrative" Hourly positions, a student may work up to a **maximum** of hours as follows:

- 75 hours/semester – Equivalent to 1.5 credit position
- 150 hours/semester – Equivalent to 3.0 credit position
- 225 hours/semester – Equivalent to 4.5 credit position
- 300 hours/semester – Equivalent to 6.0 credit position

Clinical Assistant and Athletic Coaching GA positions are either for: 1.5 credits, 3 credits, 4.5 credits, or (limited availability) 6 credits, and each has a corresponding number of required work hours as follows:

- 1.5 credits = 5 hours/week over 15 weeks (75 hours/semester)
- 3 credit = 10 hours/week over 15 weeks (150 hours/semester)
- 4.5 credit = 15 hours/week over 15 weeks (225 hours/semester)
- 6 credit = 20 hours/week over 15 weeks (300 hours/semester)

Summer GA positions may work up to a MAXIMUM:

- 75 hours/6-week semester) due to the shortened term length – Equivalent to 1.5 credit position.

****Note:** It is up to you and your Supervisor to **monitor and ensure** that you are working the correct number of hours per semester. Payroll will not be responsible for this. **If you exceed the maximum hours allowed to work, you will then be switched over to "Regular Employment" and your wage will decrease to the current student employment rate.**

How many credits can I GA for at once?

There is a maximum number of GA credits you can be hired for each semester, and you may not exceed the number of course credits you are registered for during the semester you will GA through. Those maximums are:

- **Fall and Spring semesters:** a total of 4.5 credits per semester.
- **Summer Sessions:** 1.5 credits per session.

The only exception to this maximum is if you are hired into a 6-credit position (for example: Clinical Assistantships).

How do I know if I am eligible to be a GA?

To be eligible to work as a GA each semester, you'll need to:

- **Have begun your graduate program's coursework.** If you are admitted into a program to begin in the Fall, you are not eligible to begin work before the first semester of your program.
- **Be enrolled in graduate course credits and a graduate program.** Non-matriculated students (those who are taking courses but have not been admitted into a program) are not eligible to GA.
- **Registered for at least as many course credits as you are hired to GA for during the term for which you are hired.** You cannot be hired for a 3 credit GA position for the Semester if you are not registered for or enrolled in at least 3 course credits for that semester.

Who is NOT eligible?

You are not eligible to GA if you:

- **Have not begun your graduate program.**
- **Are not registered for graduate coursework during the term you have been asked to GA.** Summer sessions are split into 2 terms: Summer Session A & Summer Session B. To GA for either session, you need to be registered for coursework for that session specifically (Summer A GAs are required to take Summer A courses, Summer B GAs are required to take Summer B courses)
- **Are a non-matriculated student** (taking courses but have not been admitted into a program)

What if I'm a part-time student?

Part-time students are absolutely eligible to GA! Part-time students are equally eligible as full-time students and must follow the same policies and regulations.

Can I be hired into more than one GA position at a time?

Yes. Each semester, you can be hired into up to 3 positions, if the combined number of GA credits does not exceed 4.5 for that semester.

Note: 6 credit positions are limited and are the only exception to the 4.5 maximum credits policy. While you do not need special permission for these, if you are hired into a 6-credit position, you cannot accept any additional positions for that semester.

Required for a student to start work (each semester)

You will need to fill out the required paperwork from Payroll and turn it into the Payroll Office **before** you are allowed to work (this only needs to be done once). Please refer to the Payroll website for the required forms at:

<https://www2.naz.edu/payroll/new-student-worker-information>

You will then receive an email from student_work_authorization@naz.edu stating that you need to complete the confidentiality affirmation. If you are already an "active" Nazareth student employee, you do not need to complete additional paperwork. Contact the Payroll office for more information.

How do I get paid?

Please refer to the Payroll website for step-by-step instructions. <https://www2.naz.edu/payroll/student-worker-fags>

- You will need to enter your hours that you "actually" work in Naznet each pay period to be paid. Your supervisor will then approve your hours each following the close of the pay period. **Deadline to submit hours is by 10:30am every other Monday.**
- Do I earn sick time - yes: You will accrue sick time as required by New York State law. One hour of sick time is accrued for every thirty hours worked. The permitted uses for sick time are listed by the state and are very broad. A doctor's note is not required. The specific verbiage provided by the state can be found here: https://www.ny.gov/new-york-paid-sick-leave/new-york-paid-sickleave#permitted_uses
- When must I take a meal break: Any student working 6+ hours in a row needs to log out and take a mandatory, 30-minute, unpaid meal break.

Is working as a GA a requirement?

No! Students are not required to work as a Graduate Assistant. As a Naz graduate student, your coursework and academic success is our highest priority, and we are here to support you.

What does a typical GA schedule look like?

Can I work from home? Each position is unique and because of this, we cannot provide a typical schedule as an example. Many position descriptions include a desired GA availability and/or schedule in their position descriptions, while others do not and prefer to have this conversation during your interview. Remote work may or may not be available depending on the position, but most require in-person attendance for reasons that are specific to that position's office or duties.

Important Tax Information: Graduate assistantships have tax implications. By law, Nazareth must report to the Internal Revenue Service the value of the remuneration including course tuition waivers in a calendar year as income earned. Students that receive a Tuition Waiver will receive a 1099 and students that are paid hourly will receive a W2.