

Assistantship Type	GTA – Graduate Teaching Assistantship	GRA – Graduate Research Assistantship	GPA – Graduate Professional Assistantship												
Description	<p>A graduate assistantship with a primary job duty of instruction. KSU has two categories of GTAs - Teacher of Record and Teaching Assistant.</p> <ul style="list-style-type: none"> • <u>Teacher of Record (TOR)</u> are the primary instructors for an undergraduate course. They may teach a maximum of 6 credits each semester. Teacher of Record GTAs are responsible for instruction and management of their courses. Graduate student TORs will have a faculty mentor. • <u>Teaching Assistant (TA)</u> GTAs assist faculty members with teaching. GTA Teaching Assistant responsibilities vary greatly and may include, but are not limited to: <ul style="list-style-type: none"> ○ Teaching a small section of a course ○ Holding office hours and meeting with students ○ Assisting with the grading of homework, exams, and/ or written assignments ○ Administering tests or exams ○ Assisting a faculty instructor with large lecture classes by teaching students in laboratory or discussion sessions 	<p>A graduate assistantship that works on campus in research-related positions. These research positions primarily exist in academic departments as well as some research centers and institutes. GRAs gain the experience of working alongside faculty members on cutting edge research. GRAs are generally funded through competitive faculty grants and contracts. GRA responsibilities vary greatly and may include, but are not limited to:</p> <ul style="list-style-type: none"> • Collecting, coding, and/or analyzing data • Conducting literature reviews or library research • Preparing materials for submission to funding agencies and foundations • Writing reports • Preparing materials for IRB review <p>Research assistants work under the supervision of an individual faculty member or center director. Research assistants should not be engaged in work unrelated to their academic program or that does not further their educational experience and objectives.</p>	<p>A graduate assistantship that provides an opportunity for graduate students to be assigned work that is relevant to their graduate program and the professional and scholarly goals of the student. The graduate professional assistantship should provide the opportunity for the student to use knowledge of their academic field while enhancing skills relevant to the student's professional goals. The ideal graduate professional assistantship will provide the student with a broader and deeper understanding of work in their assigned site, under the supervision of a mentor.</p> <p>The following guidelines should be used when determining the work assignments and workload for assistantships:</p> <ol style="list-style-type: none"> 1. Assistantships best serve the student, the hiring unit, and the student's academic department when they are used as an integral component of the graduate education experience. 2. Assistantships should enhance the educational experience by exposing the student to the professional activities of their disciplines, involving them in university activities related to their academic and professional interests, and affording them the opportunity to work closely with faculty and professionals. 3. Assistantships should provide high quality support for the academic mission of the University. 												
Pay Frequency	<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th colspan="3">Monthly Stipend</th> </tr> </thead> <tbody> <tr> <td>Tier 1</td> <td>Work 10 hrs/week</td> <td>\$600/month</td> </tr> <tr> <td>Tier 2</td> <td>Work 15 hrs/week</td> <td>\$900/month</td> </tr> <tr> <td>Tier 3</td> <td>Work 20 hrs/week</td> <td>\$1,200/month</td> </tr> </tbody> </table>		Monthly Stipend			Tier 1	Work 10 hrs/week	\$600/month	Tier 2	Work 15 hrs/week	\$900/month	Tier 3	Work 20 hrs/week	\$1,200/month	Bi-Weekly This is an hourly position that will clock in and out each work day.
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Pay Amount	See above	See above	\$18.75/hr – total pay will depend on number of hours worked.												
Reports To	A member of the graduate faculty experienced in the discipline.	A member of the graduate faculty performing research.	Someone in the department that has supervisory responsibilities.												

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Log Time via One USG	No – Faculty supervisor and student work closely together to track time spent on the assistantship.		Yes – must clock in and out each shift. Supervisor or time approver must approve time each pay period.
Paperwork Required for Hiring	1. Contract 2. SEHF 3. TOR form and CV (for TOR only)	1. Contract 2. SEHF	1. Contract 2. SEHF
Background Check Required	Yes – Considered a position of trust	Required if doing any of the following: Working unsupervised with minors Needing access to what Door Access defines as an elevated risk facility. Needing access to sensitive personal info such as SSN's or bank account numbers Handling cash or credit card payments	
Health Insurance Required	Yes, automatically enrolled in Student Health Insurance Plan (SHIP) – may request a waiver based on holding a qualifying health insurance plan.	Yes – may request a waiver based on holding a qualifying health insurance plan. Will be offered an additional plan from the Univ. System of Georgia.	Yes, automatically enrolled in Student Health Insurance Plan (SHIP) – may request a waiver based on holding a qualifying health insurance plan.