

# GRADUATE ASSISTANT EMPLOYMENT AND WAGE AGREEMENT

**INSTRUCTIONS:** Please complete SECTION A of this form and secure the signatures as indicated. The hiring unit should submit the Graduate Assistant Employment and Wage Agreement form to the Graduate School Office after securing the Budget Office approval. Graduate Assistants are not allowed to begin working until the Graduate Assistant Employment and Wage Agreement form has been processed by the Office of Human Resources. The Cashiers Office will validate the registration for the graduate assistant if all charges and fees have been paid by the published fee payment deadline. To avoid delayed payments to graduate assistants, the Graduate Assistantship Employment and Wage Agreement form, I-9 form and W-4 form must be in the Human Resources Office the 1st day of the month, for the student to be paid on the 25th, or the 16th day of the month, for the student to be paid on the 10th day of the following month.

**SECTION A:** (To be completed by hiring unit)

<i>Name of Student</i>	<i>CWID Number</i>									
<i>Employing Department</i>	<table style="width: 100%; border-collapse: collapse; margin: 0 auto;"> <tr> <td style="text-align: center; width: 15%;">Fund</td> <td style="text-align: center; width: 15%;">/</td> <td style="text-align: center; width: 15%;">Org.</td> <td style="text-align: center; width: 15%;">/</td> <td style="text-align: center; width: 15%;">Account</td> <td style="text-align: center; width: 15%;">/</td> <td style="text-align: center; width: 15%;">Prog.</td> <td style="text-align: center; width: 15%;">/</td> <td style="text-align: center; width: 15%;"># of Credit Hours Waived</td> </tr> </table>	Fund	/	Org.	/	Account	/	Prog.	/	# of Credit Hours Waived
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<i>(Fall/Spring, Fall only, Spring only, or Summer) Year</i>	<table style="width: 100%; border-collapse: collapse; margin: 0 auto;"> <tr> <td style="text-align: center; width: 50%;">Salary Budget No.</td> <td style="text-align: center; width: 50%;">/</td> <td style="text-align: center; width: 50%;">Amount of Stipend</td> </tr> </table>	Salary Budget No.	/	Amount of Stipend						
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<i>Dates of Employment</i>										

**GRADUATE ASSISTANTSHIP BENEFITS AND REQUIREMENTS:** Fall and spring graduate assistantships require 20 hours of service per week (300 hours total each semester) for which a minimum stipend of \$1,800 is paid. Recipients must carry a full-time load of nine to 12 hours. The tuition waiver will cover the tuition charges for a maximum of nine semester hours of course work that is a part of the student's degree program – either required or elective hours. Additional tuition charges beyond the nine-hour load, lab fees and other charges must be paid by the student.

Graduate assistantships are not generally available during the summer sessions. Graduate assistants who hold assistantships during the summer term are expected to work a total of 200 hours, to enroll for a minimum of six semester hours and to earn at least \$1,200 in order to receive the tuition waiver.

To be approved for a graduate assistantship, **the applicant must be fully admitted without provision to a graduate degree program and be registered for 9 credit hours of course work prior to signing the Graduate Assistant Employment and Wage Agreement form.** To retain a graduate assistantship, the student must maintain academic eligibility and may not be on academic probation. **Students may hold only one assistantship.**

Graduate assistants who fail to report to the Cashiers Office to pay housing or other fees by the published fee payment deadline will be dropped and the graduate assistantship offer will be withdrawn. The graduate assistant is also responsible for obtaining a Winthrop University identification card. Graduate assistants who do not fulfill the above terms will be terminated as a graduate assistant. Graduate assistants who do not fulfill the above conditions are required to reimburse the university in the amount of the tuition waiver.

**I accept the position of graduate assistant at Winthrop University. I understand the policies governing this assistantship and will abide by those policies. I also understand that this agreement is subject to the approvals indicated below.**

<i>Signature of Graduate Assistant</i>	<i>Date</i>	<i>Signature of Work Supervisor</i>	<i>Date</i>
<i>Signature of Head of Budget Unit</i>	<i>Date</i>	<i>Budget Office Approval</i>	<i>Date</i>

**SECTION B:** (To be completed by the Graduate School Office)

The individual named above has been fully admitted to the following program: \_\_\_\_\_

Applicant is enrolled for \_\_\_\_\_ graduate and \_\_\_\_\_ undergraduate hours for a total load of \_\_\_\_\_ hours.

<i>Dean of the Graduate School</i>	<i>Date</i>
<i>International Student Coordinator (as appropriate)</i>	<i>Date</i>
<i>Student Employment Officer</i>	<i>Date</i>