

WINTHROP UNIVERSITY

GRADUATE ASSISTANT/ASSOCIATE POSITION GUIDELINES

THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. WINTHROP UNIVERSITY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

Compensation

Graduate Assistants will receive a stipend paid in equal installments via payroll and a tuition grant paid through the Financial Aid Office. The amount of stipend and tuition grant will be indicated on the wage agreement form.

Graduate Associates are FLSA non-exempt employees and will receive an hourly wage. Graduate Associates must submit timesheets for the hours worked and will also receive a tuition grant paid through the Financial Aid Office. The hourly wage and tuition grant will be indicated on the wage agreement form.

Workload

Graduate Assistant/Associate positions require a certain number of hours of service/work per week, not to exceed 20 hours per week, as determined by graduate position and the hiring department. Any additional on-campus employment must be pre-approved by The Graduate School office.

Work Agreement

By accepting a Graduate Assistant/Associate position, the student understands the importance of this position and affirms his or her intent not to pursue other positions on campus. Students cannot hold more than one GA position in a semester.

3-Payment Plan

As an approved Graduate Assistant/Associate, you are eligible to enroll in a 3-payment plan each semester to ensure your registration will be protected if you are not fully covered by Federal Financial Aid. Please review the linked document for more details. If you choose not to attend Winthrop University for the applicable semester, or you decide to decline your GA position, it is your responsibility to drop your schedule. Please also understand that you are still responsible for any fees that may remain as a result of your withdrawal from classes.

Student's Tuition/Fees Payment

As a Graduate Assistant/Associate, your fee payment deadlines are as follows: **Fall semester** payment deadline, August 7; **Spring semester** payment deadline, December 11 (unless you enroll in the GA 3-Payment Plan). Students enrolled in the GA 3-payment plan may defer their first payment until (or pay in full by) October 1 (Fall semester); March 2 (Spring semester).

Tuition and fees may be paid by:

- 1) **Cash, check, or credit card payment** – contact the Cashier's Office at cashiersoffice@winthrop.edu or 803-323-2167;
- 2) **Winthrop Payment Plan** – enroll through your Account Summary in WINGSPAN. If you have questions contact SFS at sfs@winthrop.edu or 803-323-2165. *Note that this is an alternative option to the 3-Payment Plan for GAs;*
- 3) **Financial aid awards** – contact the Financial Aid Office at finaid@winthrop.edu or 803-323-2189.

Required Registered Hours

Graduate Assistants/Associates must be registered for at least 9 credit hours of course work per semester. Graduate students in their final semester, who have less than 9 hours of coursework remaining to meet degree requirements, may be granted permission to enroll in less than 9 credit hours at the discretion of the Dean of the Graduate School. This may result in a decrease in the amount of the tuition grant.

Good Academic Standing

To be approved for a Graduate Assistant/Associate position, the student must be fully or provisionally admitted to a graduate degree program. To retain a graduate position, the student must maintain academic eligibility and may not be on academic probation.

Satisfactory Performance

The opportunity to continue as a Graduate Assistant/Associate will be based on many factors, including but not limited to satisfactory performance of the duties as assigned.