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 may 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 may 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.

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.

Schedule Validation
As a Graduate Assistant/Associate, your schedule of classes will be automatically validated for the semester in which you are employed as a Graduate Assistant/Associate. Once your schedule is automatically validated, it is your responsibility to pay your tuition and fees. 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
Students are responsible for tuition and fee payments. As a Graduate Assistant/Associate, your fee payment deadlines are as follows: Fall semester payment deadline, October 1; Spring semester payment deadline, February 1.

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) Pre-arranged installment plan – contact the Student Financial Services Office at sfs@winthrop.edu or 803-323-2165;
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.

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. Students may hold only one Graduate Assistant/Associate position at a time.

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.

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