

Graduate Assistant Hiring Guide

Approximate Cost: \$23,000 Annually

- Stipend Contract ~\$11,236 (24-25 Fall and Winter Semesters)
 - Paid out hourly for GAAs at \$17.55/hr
- Tuition ~ \$12,000 (this includes fees and any tuition price point (ie Business tuition rate), and so it is variable with the student employed)

GA Benefits:

- 8 Credits of tuition per semester (16 for the year) Parking Pass
- Laptop
- Fees (except DNP fees)
- NMU Health Center coverage for standard items (review Health Center policy for specific coverage)
- 3 meal swipes per week

Guidelines and FAQs:

- GAs work 20 hours per week during the school year (on the faculty schedule). Their job should be attainable in 20 hours. There are no exceptions to this rule.
- GAs are expected to be more responsible and take more initiative than a regular student worker, but less than a full-time employee. Job tasks should reflect this.
- A GA cannot take the job of a unioned worker. Their tasks must be different from those of employees.
- Examples of appropriate tasks for GAAs: GAAs typically work on individual projects, help to run small scale events and meetings, work on specific grants or projects, assist full-time employees with tasks.
 - Examples of inappropriate tasks: writing policy and guidelines, being the only person 'in-charge' of events or meetings, tasks that cannot flex around their class schedule, tasks that will take more than 20 hours per week, anything that is written in the job description of a current employee or an open union employee position.
- >>Tip: look at filled positions on Handshake to see what other offices have done.
- GA contracts run during the academic year. If you wish to hire your GA as a graduate student worker during the summer, that is done through the EPAF system and goes through HR.
- All GAs must be students in good standing, meaning that they cannot be a newly admitted student who is admitted with GPA probation status or a continuing student who is on academic probation

- If you are not sure if a student you are interested in hiring is eligible, contact Graduate Studies to check. This is best done before the interview stage.
- GTA positions can be extended to students who are admitted to the program in good standing

GA Hiring: Process Details:

- For new GA positions, submit the job description to the [GA Job Description Approval Form](#). Graduate Studies will review the job description to ensure that it meets the criteria outlined above or suggest revisions.
- Upon approval, Graduate Studies will email approval to the department to post the job. Graduate Studies will post the position on their [GA Info and Open Positions page](#). The posting department can choose to post the position in other venues as they wish.
- The materials requested for job applicants are up to the hiring department. Most places ask for a resume, cover letter, and sometimes letters of recommendation/references. There is a graduate [application form](#) available if you find it helpful. This form is not required. Students should send all application documents directly to the hiring department.
- The hiring department reviews applicants and interviews those best qualified. Before offering the position to an applicant, the department must verify that the student is accepted and in good standing at NMU. You can do this internally, or call or email Grad Studies and check if the student is eligible for a GA position (you may want to do this before interviewing).
- When a department selects the student for the position, the department will inform the graduate office of their selection by completing the [GA Hiring Form](#).
- At this time the department must also fill out the background check form to initiate GA's background check.
 - Please note that GA's need a background check once a
- The information from the GA hiring form will be used to initiate their contract with Academic Affairs and GA benefits across the university.
- Graduate assistants are required to attend New Faculty Training on Monday and Tuesday in August before the semester starts. These trainings orient them to the university and cover laws like Title IX and FERPA. GAs who do not start in time to attend the required training sessions will be assigned equivalent virtual training. They must log hours worked for time spent on the virtual training.

For more details about GA rules and regulations, review the [GA Handbook](#).