

## GRADUATE ASSISTANTSHIP AGREEMENT

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

You have been awarded a Graduate Assistantship to work in (Please check a box below.)

☐ Teaching (GTA)    ☐ Research (GRA)    ☐ Assistant (GA)

Your Assistantship Supervisor is \_\_\_\_\_.

This graduate assistantship award is for the \_\_\_\_\_, for the term of:  
*(Name of Clayton State academic unit or other division)*

Beginning semester: ☐ Fall ☐ Spring ☐ Summer of 20\_\_\_\_.

Ending semester: ☐ Fall ☐ Spring ☐ Summer of 20\_\_\_\_.

To hold a graduate assistantship, you must be a currently enrolled graduate student. You must render service to the university, college, or department to which you are assigned during the period of the appointment. The responsibilities and expectations of your position are described on the "Graduate Assistantship Duties and Responsibilities" form.

Your service in execution of your duties is equivalent to an average of \_\_\_\_\_ hours per week (no more than 19.5 hours/week) for nine (9) weeks during summer or fifteen (15) weeks in either fall or spring semester of your appointment period or a maximum of \_\_\_\_\_ hours per term. In addition, you may not be employed in another position on the Clayton State University campus.

\_\_\_\_ 1. Your total stipend will be \$ \_\_\_\_\_ at 0.5 FTE for the semester

Student

Initials

\_\_\_\_ 2. You have been awarded a ☐ Full, or ☐ Partial (50%), tuition waiver.

Student

Initials

\_\_\_\_\_ 3. You are required to pay all mandatory student fees.

Student

Initials

Graduate assistants receiving a full tuition waiver as part of their graduate assistantship award are required to have student health insurance that meets the minimum standards set by the University System of Georgia. Students will be billed for the mandatory health insurance fee at the time of registration unless appropriate waiver documentation of health insurance has been presented to the School of Graduate Studies.

The payment of compensation provided for herein is contingent upon the continued availability of funds for personal services under the General Appropriations Act.

The Assistantship Supervisor will advise the Graduate Program Director, in writing, immediately if the GA fails to complete job requirements, and the Graduate Program Director will confer with the Academic Dean/Division Lead regarding termination of the GA contract. If termination is necessary, the Academic Dean/Division Lead must inform the School of Graduate Studies in writing. Compensation will cease upon termination, and the student may be required to reimburse the institution for tuition on a prorated basis.

\_\_\_\_\_  
Graduate Assistant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Hiring Manager's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Graduate Program Director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Academic Dean/Division Lead's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean, School of Graduate Studies' Signature

\_\_\_\_\_  
Date