

Graduate Assistantships

Information Session



Graduate Assistantships - By the Numbers

**Approx.
145 GA
positions
each year**

**Budget for GAs
increases each
year to keep up
with tuition
increases**

**Students in
GA positions**

**Fall 2020: 120
Spring 2021: 70**



Graduate Assistantship Positions

- GA positions are available across all academic and administrative departments at the College
- Once you secure a GA position, as long as the job expectations are between met between you and the GA supervisor, you can continue the position from term to term without reapplying, **OR**
- You can look for a position that suits your interest/schedule each term



Graduate Assistantship Positions

- There is usually a GA position for every graduate student who would like one.
- Hours may be worked according to a schedule that suits the supervisor and the student, as long as final hours worked meets the total hours required.
- The GA award is a **tuition waiver** which reduces the total amount the student owes to the College for that term (applied at the beginning of the term).
- A GA contract needs to be completed each term



Highlights of the GA Contract

- GA positions are compensated in the form of a **tuition waiver**, which reduces the amount you owe the College for the term of the graduate assistantship
- Students are limited to a **maximum of 4.5 credits** per term in Fall and Spring, and 1.5 credits in the summer terms
- GA credits can be a combination of several positions not to exceed 4.5 credits.
- GA credits may not exceed registered credits



Highlights of the GA Contract

Credits	Hours Worked
1.5	5 hours/week for 15 Weeks (75 hours) – Fall/Spring 12 hours/week for 6 Weeks (75 hours) – Summer Terms
3	10 hours/week for 15 weeks (150 hours)
4.5	15 hours/week for 15 weeks (225 hours)
6*	20 hours/week for 15 weeks (300 hours) <i>(*select positions)</i>



Highlights of the GA Contract

- The GA contract is **completed electronically** through an e-sign process. There is no need for the GA to make arrangements to manually sign the contract.
- GAs may **not work more** than the allotted number of hours during any given semester.
- If a GA is unable to complete his/her graduate assistantship hours, the **student's account will be updated** and the student will be **responsible for repaying the amount of the tuition waiver that was not completed.**
- **All work** must be performed within the official semester dates



Highlights of the GA Contract

- If a GA is unable to meet the terms and expectations set forth by the supervisor, **the tuition waiver can be revoked.**
- Continuation of the graduate assistantship position in subsequent terms is **not guaranteed**, and is dependent on funding availability and the student's ability to meet the expectations of the position.
- **The GA award is taxable income:** By law, Nazareth College must report to the Internal Revenue Service the value of the remuneration including course waivers over the period of a calendar year as income earned by the Graduate Assistant.



Keeping Track of Hours

- The GA and supervisor can decide the best way to keep track of hours worked for a semester.
- GA hours are not logged into NazNet as student worker hours are
- **Suggestion:** Use a shared Google doc to track hours and check in a couple of times a semester to be sure hours are being managed efficiently



Locating GA Positions on Handshake

First login to your Handshake account

Welcome to Handshake
Find jobs better, together.

Sign up for an Account

Sign in to Handshake

Students Click Here for MyNaz Login

or

email@example.edu Next

You can also sign in with your email address.
(Please use your .edu address, if applicable.)

Handshake 2018

[Need Help?](#)

<https://naz.joinhandshake.com/login>

NAZARETH COLLEGE



Then Search for your job in the left hand column

The screenshot displays the Handshake website interface. On the left is a dark navigation sidebar with the following sections: Home, Profile, Nazareth College - ..., POSTINGS (with a red arrow pointing to 'Jobs'), RELATIONSHIPS (with 'Search Students', 'Schools', and 'Contacts'), CAMPUS (with 'Events', 'Interviews', and 'Fairs'), and OTHER (with 'Surveys'). The main content area features three blue buttons at the top: 'Post a Job', 'Request an Interview', and 'Create an Event'. Below these are three panels: 'Jobs' (listing five approved positions), 'Interview Schedule Postings' (with a message: 'You have not requested any on campus interviews yet.'), and 'Upcoming Events' (with a message: 'You have not RSVP'd to any upcoming events.'). At the bottom is a section for 'Upcoming Career Fairs' with a link to 'View All Upcoming Career Fairs'.

handshake Search...

Home
Profile
Nazareth College - ...

POSTINGS

Jobs

RELATIONSHIPS

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CAMPUS

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Interviews
Fairs

OTHER

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Jobs

- Student Event Manager Approved
Approved August 24 at 3:24pm
- Theatre Technician - Arts Center Approved
Approved August 20 at 3:25pm
- Special Events Assistant Approved
Approved September 13 at 12:02pm
- Phonathon Student Manager - Office of Development Approved
Approved August 22 at 1:28pm
- International Admissions Assistant Approved
Approved August 22 at 1:23pm

Interview Schedule Postings

You have not requested any on campus interviews yet.

Upcoming Events

You have not RSVP'd to any upcoming events.

Upcoming Career Fairs

[View All Upcoming Career Fairs](#)

How to ensure you secure a GA position

- Apply to multiple positions
- Reach out directly to the GA supervisor if there is a position you really want
- Find GA supervisor information on the College directory
 - <https://directories.naz.edu/>
- Work with Graduate Admissions - staff can act as a liaison at the beginning of your search, or when you have identified a position in which you are interested



Questions?

The GA process, contract, policy info and advice	Accessing Handshake – applicant and position Information
<p>Email gainfo@naz.edu</p>	<p>Josh Bauroth Senior Career Coach Center for Life's Work jbaurot6@naz.edu 585-389-4836</p> <p>Linda Crandall Senior Department Assistant Center for Life's Work lcranda4@naz.edu 585-389-2301</p>

