



### **Hiring of GRAs/GTAs for Fall 2020/Spring 2021**

Below are some best practices and resources for selecting and hiring your graduate assistant for the upcoming academic year. If you have any questions, please contact David Baugher at [dbaugher@kennesaw.edu](mailto:dbaugher@kennesaw.edu).

1. We have a website dedicated to graduate assistantships ([gradassistantships.kennesaw.edu](http://gradassistantships.kennesaw.edu)). Within the graduate assistantships site there is a section for Faculty. Please review this information.
2. Finding your student:
  - a. The majority of faculty find their student by networking with their colleagues, students, or graduate program directors to find the student that best fits their needs.
  - b. Students have the option to submit an application for assistantships. These applications are kept in a secure folder. You can request access to this folder by emailing David Baugher.
  - c. We maintain a GRA Job Board. Faculty have the option to post their position on the GRA Job Board for students to view. Students can then submit any required materials (resume, letter, transcript, etc.) in support of their interest in the position. To post your position, you can download the posting request form from the "Selecting Your Student" section of the graduate assistantships website (see above).
3. Faculty Eligibility
  - a. Faculty must hold current Full or Provisional graduate faculty status.
  - b. Faculty must have an approved valid funding source for the student's stipend.
4. Student Eligibility (you can/should ask your candidate about the items below):
  - a. Students must be in a degree seeking status, in other words, they cannot be in a certificate program.
  - b. Students must have a KSU graduate GPA of at least 3.00. If they have not yet established their KSU graduate GPA, we will use the GPA from their most recent degree earned, it must also be at least a 3.00.
  - c. Students must be eligible to work in the United States.
5. Hiring Paperwork (note: *student is NOT responsible for the hiring paperwork, other than signing the Contract*)
  - a. Hiring Contract – there are separate contracts for GRAs and GTAs. They are found here: <https://gradassistantships.kennesaw.edu/faculty/hiring.php>.
    - i. Common mistake: Your department is the "Hiring" department, not the Graduate College and not the student's program. *You* are hiring them regardless of who is paying for it.
  - b. SEHF (Student Employment Hiring Form). There is a sample SEHF linked just below the SEHF link. Please use it.
    - i. Common mistake: Not entering the pay amount. The SEHF asks for the monthly stipend amount. Use the semester stipend amount on the contract and divide by 5 (there are 5 monthly pay periods for each Fall and Spring).
    - ii. Common mistake: Your department is the "Hiring" department, not the Graduate College and not the student's program. *You* are hiring them regardless of who is paying for it.
  - c. If the student will be a GTA and the Teacher of Record (TOR) for a course(s) you will also need the Teacher of Record form (on same page) and a CV.
  - d. All paperwork is to be sent together to [gradcollegeforms@kennesaw.edu](mailto:gradcollegeforms@kennesaw.edu) only. Do not send it anywhere else or it will not be processed.
6. Deadline
  - a. The deadline to submit hiring paperwork for Fall is **July 17, 2020**. Once you submit the paperwork to The Graduate College it is reviewed for student and faculty eligibility, accuracy, completeness, and a valid funding source. After that we send it to multiple offices (Bursars office, Budget, and HR) in order for the student's waiver to be applied and for the student to be hired into the position. It takes time at each stop. Adherence to the deadline helps ensure the student will receive their tuition waiver and stipend payment in a timely manner.
7. Other Important Notes
  - a. **You must adhere to the work hours indicated on the contract.** The purpose of an assistantship is not to pay students to work on their thesis or dissertation. A GRA is to support the faculty member in the faculty's research. It is beneficial if this research informs the student's research but the work on the assistantship and the student's own work is to be counted separately.
  - b. Students in an assistantship cannot work in any other position in the University System of Georgia and can only be in one graduate assistantship at a time.
  - c. Please communicate with your student and read through the contract together before you both sign the contract. Setting expectations is key to a good experience for both parties.