

Info and Hiring Process

Fall 2023



TA and Reader Job Descriptions

Teaching Assistant Responsibilities

Assist the supervising faculty member by conducting discussion, laboratory, or quiz sections that supplement faculty lectures; and by grading assignments or examinations. Teaching Assistants may provide input into the development of assignments or exams, and hold office hours. No prior teaching experience is required for appointment. The final responsibility for the content of the course rests with the supervising faculty member. A Teaching Assistant is not independently responsible for the instructional content of a course, selection of assignments, planning, examinations, and determination of student grades or decisions on grade appeals; and is not assigned full instructional responsibility for an entire course. (*International students: This appointment will require that you pass an English Proficiency Exam.*)

Link to TOEP test schedules and registration: <https://www.humanities.uci.edu/glc/toep>

Reader: Responsibilities

Generally includes the grading of homework, papers, laboratory reports, or examinations and the holding of office hours to respond to students' questions about such assignments. A Reader will not be given the responsibilities customarily assigned to Teaching Assistants. (International students: This appointment does NOT require you take/pass an English Proficiency Exam.)

International Students

All graduate students, except those who have earned an undergraduate degree from an institution at which English was the sole language of instruction according to the World Higher Education Database, are required to demonstrate oral English proficiency before they are appointed to Teaching Assistant or Teaching Associate titles. The aforementioned exception will apply only when the undergraduate degree has been earned within five years prior to admission to a graduate program at UCI.

In order to establish eligibility for appointment as a UCI Teaching Assistant (TA) or Teaching Associate, students are required to pass a campus-approved test, or if eligible, by an exception prior to the start of the Quarter.

For more detailed information on these exams of spoken English proficiency, including the respective passing scores and how to determine if a student is eligible for an exemption, please review the English Proficiency Chart.

<https://grad.uci.edu/wp-content/uploads/2021/12/English-Proficiency-Flowchart-2021-1.pdf>

Approved tests:

TOEFL iBT (minimum score of 26 in speak portion of the test)

IELTS (minimum score of 8 in speak portion of the test)

TOEP (minimum score of 5; test offered at UCI <https://www.humanities.uci.edu/glc/toep>)

SPEAK (minimum score of 50; *not being offered at this time* @ UCI <http://www.humanities.uci.edu/studio/speak/>)

For detailed information, please go to: <https://grad.uci.edu/funding/teaching-assistantships/>

TA %, Salary and work hours (breakdown)

Example Salary Point 1: [Salary Plan](#)

25% = ~ \$1618/month (Approximately 10 hrs/week, not to exceed 110 hours for the 11 weeks in the Quarter)

Please refer to your respective Written Notice of Appointment (WNA)

Graduates

Readers (or graders) are hourly paid positions at \$20.28 per hour. Hours are submitted via TRS time keeping system

To receive the fee remission of ~\$6,597.99 you MUST be enrolled minimum 12 units and have at least a least a combined 25% eligible ASE/GSR appointments for the entire Quarter. *(Note: Students who have a GSHIP waiver or do not pay into health insurance are NOT eligible for the health insurance reimbursement and therefore will only receive the Fee Remission of \$4,758.37).* [Fee Remission and Tuition Schedule](#)

Undergraduates (UG's)

UG's can only serve as Readers (or graders) for undergraduate level courses. UG readers are hourly paid positions at \$19.40 per hour. Fee remissions do not apply. Hours are submitted via TRS time keeping system

Salary

Teaching Assistants paid monthly



- 1st of the following month worked
- Payments automated

Graduate Readers paid bi-weekly



- Must enter hours worked via online
 - **** Time Reporting System (TRS) <https://timesheet.uci.edu/>
- Late timesheets will be processed for next available pay period

Tuition and Fees (state supported)

PH.D. BUSINESS FEES 2023-2024

<https://www.reg.uci.edu/fees/2023-2024/phd-business.html>

M.B.A. BUSINESS FEES 2023-2024

<https://www.reg.uci.edu/fees/2023-2024/business>

MASTER OF SCIENCE, BIOTECHNOLOGY MANAGEMENT FEES 2023-2024

<https://www.reg.uci.edu/fees/2023-2024/biotech.html>

All other programs please refer to your programs fees: <https://www.reg.uci.edu/fees/>

For appointments or combination of eligible appointments of 25% time (110 hours of assigned workload) or greater within the respective quarter, the following benefits apply:

To receive the fee remission of ~\$6,597.99 you MUST be enrolled minimum 12 units and have at least a least a combined 25% eligible ASE/GSR appointments for the entire Quarter. *(Note: Students who have a GSHIP waiver or do not pay into health insurance are NOT eligible for the health insurance reimbursement and therefore will only receive the Fee Remission of \$4,758.37).* [Fee Remission and Tuition Schedule](#)

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Timeframe and Hiring Process

July: Noel Negrete works with Area faculty to assign Merage PhD students in their classes (Priority #1)

Winter
Quarter
(Example)

mid November through first week of instruction of Winter Quarter

Noel works with instructor to staff open slots given **campus directive on hiring priority**
Instructor makes final hiring decision


Once you are identified as a TA/Reader candidate by the instructor, Noel will contact you with brief details on TA/Reader job. If you "accept", a formal *Written Notification of Appointment (WNA)* via email from Merage Academic Personnel and Noel Negrete (with a copy to hiring instructor). Upon receipt, you have **3 business days to officially accept.**

NOTE: This is a fluid hiring process with a lot of movement as students accept & decline offers, therefore there is no set "deadline" by which you may receive a TA or Reader offer. There are no guarantees of a job offer as it will depend on availability of slots in the areas you noted on your application.

Campus Directive on Hiring Priority:

- #1. Merage state-supporting PhD students + Merage 31 (Merage 16 out of the 31 will come on board starting Winter)
- #2. Merage state-supporting full-time MBA and MSBTM
- #3. UCI state-supporting graduate students
- #4. Students from self-supporting programs (MFIN, MPAC, MSBA, MIE, F/EMBA, etc)

Employment Paperwork Process

All potential employees are required to execute a
“Written Notice of Appointment” (WNA) for all Assignments
 that will come from Merage Academic Personnel

Currently employed with UCI?

- YES – Minimal paperwork required on your end
- NO
 - Complete/Return Initial Academic Personnel (AP) Forms
 - Complete online employment paperwork and I-9 with UCI Onboarding (campus HR Office)

*****NOTE:** You **MUST** complete employment paperwork prior to the start of your TA and/or Reader appointments. The onboarding process may take up to 2-3 weeks to complete*

International Student?

- Check-in to UCI International Center and pick up “Employment Eligibility Form” before appointment with UCI Onboarding

Identification

Don't have a Social Security Number (SSN)?

- Proof of application required
- Pickup SSN Employment Verification form from Merage Academic Personnel (AP)
- Once card is received, Campus Registrar records and UCPATH self-service

Legal Names on ID don't match?

- International Students – SEVIS name will be used
- Domestic Students – Social Security Card name will be used

Update to preference(s) will need to be done via UCPATH self-service

- Lived Name/Preferred-Name
- Gender

Child-Care Reimbursement Eligibility

Minimum of at least a combined 25% eligible ASE/GSR appointments for the entire Quarter

A qualified dependent is a child in the custody of an ASE who is age 12 or under. Effective October 1, 2023, the reimbursement limit is \$1,375 per academic quarter

Reimbursement requests for expenses must be submitted after the expenses are incurred. Reimbursement requests should be submitted via this form below but no later than the last day of the following term.

Fill out form and return to Merage Academic Personnel:



– Send Attention to Melissa Vu - melissa.vu@uci.edu

– Form can be found here: <https://grad.uci.edu/wp-content/uploads/2023/04/UCI-ASE-Child-Care-Reimbursement-Form-April-2023.pdf>

Logistics

How to Sign Up for Direct Deposit and W2?

- Sign in through UCI UCPath Online Employee Self Service Portal
– <https://ucpath.uci.edu/>

Direct Deposit request didn't update?

- Contact OIT to sync Student ID with Employee ID
- Use Employee ID for anything employment/payroll related

Fee remission not reflected on zotbill? Contact UC Path (please allow ~3 weeks for processing after completing HR Onboarding employment paperwork)

<https://eec.hr.uci.edu/> (Click for Help and open a ticket)

CONTACTS

Employment Offers: Noel Negrete (949) 824-8318 or nnegrete@uci.edu

Onboarding & Payroll: Melissa Vu melissa.vu@uci.edu

Financial Aid: Kristin Roteliuk kristinj@uci.edu

Fee Remission: <https://eec.hr.uci.edu/> (Click for Help and open a ticket)



Questions?

Please feel free to contact Noel
Negrete at 949-824-8318 or via email
at nnegrete@uci.edu

Thank you!