

## **Graduate Assistantship Information**

Albany State University provides a limited number of graduate assistantships to qualified students. Duties may include teaching, laboratory supervision, research or service related to a student's program of study. Assistantship appointments are at the discretion of the department and subject to approval by the Graduate School. Students should contact **departments** for availability and details of the available positions. Students receiving a graduate assistantship will be notified by the Graduate School.

Graduate Assistantships are awarded to promote research, teaching and service among graduate faculty and students at the institution and to provide graduate students the opportunity for professional development and scholarship to prepare them for leadership roles in their chosen fields.

Part of the eligibility requirements for the graduate assistantships is that they will be applying for a specific job in a specific department. The job may not be the student's major department.

### **Graduate Assistantship Eligibility Criteria**

- Students must be admitted to an Albany State University Graduate Program with 'regular' status. Non-degree, provisional students or transient students are not eligible for assistantships.
- First year graduate students who do not have graduate level credit, but have been admitted, must have a cumulative undergraduate GPA of 3.0 or above.
- Current graduate students must be in good standing with an overall graduate grade point average of no less than 3.00. Must also have completed at least 6 credits of graduate level course work and be in good standing academically and within the degree program.
- Graduate assistants enrolled in on-line graduate degree programs must reside within commuting distance of the campus in order to be able to perform the duties.

### **Graduate Assistant Responsibilities**

- Must work 19 hours per week, performing duties as described for the assistantship position.
- Must register for and earn credit for 9-12 hours of graduate course work leading to the - degree for each semester as a graduate assistant. Graduate assistantships offered during the summer term will require enrollment for a minimum of six semester hours.
- Must maintain an overall GPA of 3.0 to continue as a graduate assistant.
- Must submit a request for reappointment as a graduate assistant annually.
- Graduate Assistants who have the primary responsibility of teaching a course/laboratory section for credit and/or for assigning final grades for such a course/laboratory section must have earned at least 18 graduate semester hours in the teaching discipline, be under the direct supervision of a faculty member experienced in the teaching discipline, receive regular in-service training, and be regularly evaluated.
- A graduate assistant choosing to resign or terminate employment must submit a letter of resignation to the departmental supervisor and to the graduate school.