***Graduate Assistant Job Description***

***Academic Department in the***

***Rohrer College of Business***

Graduate Assistants (GAs) are graduate students who provide academic and administrative program support. Academic responsibilities are typically in support of research and teaching. Administrative support may include assisting with the administration of student services, participating in student recruiting, assisting in program planning, advising undergraduate student groups, and other special projects that support the academic programs.

GA responsibilities in support of research may include assisting researchers with the collection, organization and processing of data; conducting literature reviews, summarizing literature and preparing bibliography information; proof reading drafts of faculty papers; other reasonable requests from faculty in support of their research.

On a limited basis, and as available in secondary priority to research support, GA’s may provide teaching assistance that includes grading assignments, and setting up and assisting with computer laboratory classes. By University policy, GA’s may not provide instruction or serve as a substitute lecturer. Only short-term requests for teaching assistance should be made (i.e., faculty may not ‘reserve’ the assistance of a GA for an entire semester). When providing grading assistance, faculty will provide an answer key and grading rubric.

Graduate Assistantships can be granted as full- or part-time during one single academic year (fall and spring terms).

* A full-time GA requires a 20-hour per week commitment and receives tuition remission for (9) credits of course work related to his/her major or program, and a stipend each semester.
* A part-time GA requires a 10-hour per week commitment and receives tuition remission for (6) credits of course work related to his/her major or program, and a stipend each semester.