GRA/GTA/GA Hiring Training Manual

Fall 2023 and onward

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Introduction

This manual is to assist those who work with and/or hire Graduate Teaching Assistant (GTA), Graduate Research Assistant (GRA), and Graduate Assistant (GA) student employees.

Graduate Teaching Assistants will assist with courses in the following ways: holding office hours, grading, assisting with lecture, and any other additional duties the instructor needs for the course. They are paid on a monthly basis on the last business day of the month.

Graduate Research Assistants will conduct research in a lab with a professor (usually their major professor or another professor) for any given amount of time and the research is usually related to their thesis/dissertation. They are paid on a monthly basis on the last business day of the month.

Graduate Assistants will usually perform administrative for a department, unit, school, or college during a semester. Lab work or grading can be done, but the lab work must **not** be the same research project the student was working on during the previous semester(s). If this is the case, the student **must** be hired as a GRA. This position can be hired as a monthly position **_only if_** they are hired as a GRA/GTA in a different department. Otherwise, they must be hired as an hourly GA.

This manual is to assist with normal hiring practices, and we understand that some hires may or can be unusual. If you have questions outside this manual, we suggest contacting the Office of Graduate Education, Human Resources, Office of International Education (OIE), and/or the Administrative Services Center (ASC) depending on the hiring situation. Contact information can be found below:

- Office of Graduate Education: 404.894.1610, or by going here
- Human Resources: 404.385.1111 or by going here
- Office of International Education: info@oie.gatech.edu or by going here
- Administrative Services Center: 404.385.1111 or by going here

Choosing a GRA/GTA

Who Chooses the GRA/GTA

Faculty and/or programs will be choosing who to hire as a GRA/GTA. For GRA positions, students are usually matched to faculty that meet their research interests or through a departmental matching process. For GTA positions, faculty will choose those who have the knowledge to teach the courses that are offered for any given semester, or the program may assign positions to students in need of funding. Faculty should inform those in charge of hiring for their program or department as early as possible. Students should be chosen for these positions and notified as early as is feasible. Students are encouraged to be hired by the deadlines below:

- Fall: August 1
- Spring: January 1
- Summer: April 1

We understand that things can change throughout the semester and grants can be acquired at any time throughout the year. If a student is needed for the grant and it is late during the semester (i.e., after the late hiring period for GRA/GTAs), it is suggested that the student be hired as a graduate assistant (GA) for the remainder of the semester and then hired as a GRA/GTA for the next semester(s). Questions about when they should be hired as a GA instead of a GRA/GTA should contact the Academic Coordinator for Graduate Hiring in the Office of Graduate Education.

Policies and Information for Hiring GRAs/GTAs

The student(s) you plan to hire for GRA and GTA positions must follow policies and procedures for being in these positions. This information is as follows:

Registration

Students must register for at least **twelve (12)** hours each semester, including summer. The student's registration must include the following:

- Fall
    - 9 hours of the minimum 12 hours must be graded/pass/fail
    - 3 hours can be audit, thesis hours, or graded/pass/fail
- Spring
    - 9 hours of the minimum 12 hours must be graded/pass/fail
    - 3 hours can be audit, thesis hours, or graded/pass/fail
- Summer
    - 6 hours of the minimum 12 hours must be graded/pass/fail
    - 6 hours can be audit, thesis hours, or graded/pass/fail

The Office of Graduate Education will review students in these positions and check to see if they are registered correctly. Program coordinators and departments will be notified of those who do not meet this requirement. Coordinators and departments should contact their students and assist with their schedules. After this review, waivers will be removed from student accounts for students who do not meet these registration requirements. Programs and departments will be notified when waivers will be removed each term for those who are not in compliance. If the student is not going to register for the registration requirements listed above, then the programs must remove the waiver.

A review of those students who have a waiver but aren't registered is also conducted. The Office of Graduate Education will also notify programs of these students as well. If the students on this list do not intend on registering for the registration requirement mentioned above, the tuition waiver must be removed.

The Office of Graduate Education will conduct these reviews at the beginning of each semester and will continue until all hiring periods have ended for the semester.

Health Insurance

All GRA and GTA students are mandated to enroll in the Student Health Insurance Plan (SHIP). Students with comparable coverage through an outside source that meets the waiver requirements can waive enrollment in the SHIP. GRA and GTA positions get a subsidy towards the mandatory SHIP premium and are billed through their student account for the remaining premium. The cost can be found on the second page of the "Tuition and Fee Rates per Semester" PDF under the "Mandatory Health Insurance," section found here. More information on this health insurance and how to waive the insurance is located here.

GRAs will also be provided with an option for GRA Healthcare from the University System of Georgia, and more information can be found here. Georgia Tech students are not recommended to use this option but are instead encouraged to enroll in SHIP. The GRA Healthcare does not include repatriation or medical evacuation coverage which are required for international students. Also, the SHIP option has a better premium and more coverage for students. The SHIP option can also cover a partner and/or children of the student. Students should **NOT** opt for both plans, only one is needed.

Work Hours and Hours per week

Enrolled students **cannot** be hired for more than 20 hours per week, which is 50% Full Time Equivalent (FTE). GRA and GTA positions are hired at 50% FTE (20 hours per week) or 33% FTE (13-14 hours per week). GRA and GTA positions should not be hired for less than 33% FTE unless approval has been acquired by the Academic Coordinator for Graduate Hiring in the Office of Graduate Education. Students are not allowed to work more than 80 hours per month, or an average of 20 hours per week for months that have 4 weeks. (There may be occasions when a student works less than 20 hours one week and then works more than 20 the following week; this is acceptable if agreed upon by the supervisor, and so long as the average hours of work do not exceed 80 in any month).

If a month has 5 weeks, then the student can work up to 100 hours per month and should **not** go over this amount. A student will **not** be paid for any number of hours over this amount. If a student's termination date is for anything earlier than the last day of month, they will not be paid for the entire month, even if the student works 80-100 hours for a given month. The student will be paid a prorated amount for the time they worked for the month. For example, if the student works for the first 3 weeks of a month, they will only be paid for 3 weeks of pay, even if they put in all the hours for the month. In this situation, if the student's monthly stipend is $1600, then the student will only receive $1200 for the month. Students do have flexibility with their schedule, as stated here.

The student's work schedule, hours, and expectations should be determined and agreed upon between the student and the supervisor. Generally, students are expected to work during reasonable work hours, and students are not expected to work overnight or during holidays and Institute breaks when other employees are not working, as stated in the Policy Library.

The Office of Graduate Education does not keep track of the hours that GRA, GTA, or GA students work. This should be handled by the supervisor and/or the student. GA's normally log hours each week and get them approved by their supervisor. GRA and GTA students do not log hours, but it is encouraged that a record is kept by the student and/or supervisor to make sure the student is not going over their maximum number of hours per week/month.

Time off, Start Date, and End Date for Hiring

Students are not required to work on Institute holidays, as stated here. Normally, GRA and GTA students will start on August 16 for fall, January 1 for spring, and May 16 for summer. Students can start before the term, but that is up to the department and program on how this should be handled. Students should **not** start working before they are officially hired in the OneUSG Connect system (including finishing their I-9 paperwork).

GAs have different start dates throughout the semester because they can start at any time and end at any time during a semester. These positions will have their time approved by their supervisor. All positions will have an end date in OneUSG and these end dates should be extended ***before*** their current termination date if the student is going to continue working for a department.

Fellowships and GRA/GTAs

If a student is also receiving a fellowship that pays for tuition and fees, students ***should not*** be hired as a GRA or GTA, which come with a tuition waiver. One example is that NSF GRFP students have their tuition and fees paid for and receive a stipend. One stipulation for those students is that they cannot be hired as a GRA/GTA while they are receiving this funding. If a student who is receiving NSF funding also receives a tuition waiver, the student would receive a 'refund' for the amount of the tuition waiver. This is not something that needs to happen because the student is already getting their tuition waived by someone and can't be awarded more than one tuition waiver. Students should be hired as an affiliate in this situation if they need access to GT buildings, software, or any other services at GT. If you have questions about students on a fellowship, contact the Graduate Fellowships Manager in the Office of Graduate Education.

Some fellowships are called 'Topper Fellowships/Scholarships/Awards' and allow students to be a GRA/GTA while receiving the fellowship, such as the Haley Award

Fulbright Scholars and GRA/GTA positions

Students who come to GT as a Fulbright Scholar will receive a 'Grad Exchange Waiver' and the Office of International Education will add the waiver to the student's account. Then, Fulbright will send the funds through Third Party Payments to pay for the remaining tuition and fees for the student.

Students who have ran out of funds to pay for all of their tuition, the Fulbright Scholars can be hired as a GRA/GTA to waive their tuition and have Fulbright apply any payments towards the students' account. Programs would process like any other GRA/GTA and apply the tuition waivers in banner. Any questions about this should be directed to the Office of International Education and the Coordinator for Graduate Hiring.

Military GRAs

Students who are actively in the military can be a GRA. However, the GRA position does not come with a stipend since the student is being paid by the military. The student will receive a tuition waiver and an additional tuition waiver through the Registrar's office so that the student's tuition balance is $0. The student cannot be charged any amount of tuition/fees since they are active in the military. The student would normally have Third Party Payments be sent in for fees and the $25 tuition charge.

The job code 995X07 can be used for the Military GRA when hiring through the ASC. Please note that this should ***only*** be used for actual Military GRA students. The active military GRA should also abide by

the minimum 12 credit hour registration requirement each semester. Any questions about how to hire an active military GRA can be directed to the Academic Coordinator for Graduate Hiring.

There is a separate Military Tuition Waiver code in banner that you can enter to waive the out of state portion of tuition if they are considered an out of state student. How to enter this waiver is in the tuition waiver part of this document. This waiver code is 29 and can be used in TSAEXPP. Information on how to enter these is in the Tuition Waiver section of this manual.

Military GRA positions are only allowed for students who are working in GTRI. No other unit (Academic nor Non-Academic) is allowed to use this type of position. Questions or concerns can be directed to the Vice Provost of Graduate and Postdoctoral Education, Director of Graduate Student and Academic Affairs, and the Academic Coordinator for Graduate Hiring in the Office of Graduate Education.

Hiring Online Students

Please note that online students may not qualify to be hired as a GRA or GTA since online programs may limit the number of hours that the students can register for during any given semester. Those students would need to be hired as a GA.

For online students, remote onboarding can be done for those students who are outside of the Metro-Atlanta area (ie Fulton County and immediate surrounding counties). Questions about what is defined as 'surrounding counties' would need to be addressed with OHR or the ASC. You will also need to check to see how this would affect the I-9 process as well.

Deadlines for Hiring and Tuition Waivers

Each semester, there will be a deadline for student hiring and entering tuition waivers. The Office of Graduate Education will inform programs and departments of these deadlines. These dates can be found here and are updated regularly. Any student needing to be hired after the deadline as a GRA/GTA will need approval from the Office of Graduate Education. Programs should contact the Coordinator for Graduate Hiring for questions about the deadlines.

GRAs on Projects

GRAs should be hired as a GRA each semester they are working on a project, including summers. Students should **not** be hired as a graduate assistant or student assistant while working on a project in which the student was hired as a GRA. This information can be found here.

Pay for GRA/GTAs

GRA and GTAs must be hired at or above the Institute-minimum stipend rate. The minimum stipend rate can be found here, and it is updated annually. A program or department may pay more than the minimum stipend, but all students should be making **at least** the minimum stipend. Approval to pay lower than the minimum stipend must be received from the Vice Provost for Graduate and Professional Education, but this should be a rare occurrence.

It is up to the program and department to determine their own pay rate for students. The Office of Graduate Education does not have a maximum that a GRA/GTA can make. We do encourage consistency in your program/department's pay.

Pay Rates for Schools/Colleges will be posted on the Graduate Education website (link needed). This can be helpful for those who hire students outside of academic units to see what other people pay, but the decision is ultimately up to the hiring unit to decide on a pay scale.

GRA and GTA positions pay students monthly. Students will receive payment on the last business day of the month for the work done in any given month. For example, the work the student does in August will be paid on the last business day of the month of August. This cannot be changed. If a student is hired (or terminated) mid-month, their payment amount for that month will be prorated to reflect their time employed. For example, if a student is hired on August 17th, they will only be paid from August 17th to August 31st. The same would apply for those who are terminated at any point in the month, or their termination date is not the end of the month.

Students can make a payroll deduction for the tuition, fees, and health insurance (if applicable) that they owe on their student account. More information can be found in the Payroll Deduction section of this document.

All Georgia Tech employees are required to use direct deposit to receive their pay (there is no paper check option). To set up or change direct deposit information, student employees should go to the "Direct Deposit" tile in **Employee Self Service** in OneUSG Connect. Students will need to get a U.S. bank account if they do not already have one. If a student is prohibited from opening a U.S. bank account, or their bank does not provide direct deposit services, they may be eligible to have their pay deposited to a pre-paid bank card. Visit https://hr.gatech.edu/payroll to learn more.

Hiring students Outside the Students Home Unit

Students can work in any School/College/Department on campus that they are qualified to work. If a department wants to hire a student outside of their unit, there is some flexibility on how a tuition waiver and stipend is paid. There can be an agreement between the student's home unit and the hiring unit on who pays the tuition waiver and who pays the stipend.

For example, the School of Psychology wants to hire a College of Computing student as a GTA to teach a course. The home unit is normally responsible for entering the waiver and paying the tuition differential and the hiring unit is responsible for the monthly stipend. However, if the home unit wants to pay for the stipend and the tuition remission, that is acceptable. If the hiring unit wants to pay for both the tuition remission and the stipend, that is also acceptable. If the hiring unit wants to pay for the tuition remission and the home unit pay for the stipend, that is also acceptable. The correct grants, funding sources, and/or WorkTags must be charged the tuition remission and the monthly stipend amounts. Normally, the financial staff in the units would assist in figuring out how to set up the tuition remission and stipend amount to charge the correct funding source.

Students who are hired as GRAs, GTAs, or GAs (either monthly or hourly) outside of their home unit should receive an offer letter from the hiring unit **and not the home unit**. Since hiring dates, pay, and other hiring information can vary by hiring units, it is required that the **hiring unit** send the student an offer letter. **Hiring units** should also send out offer letters to students who are being admitted to another program, regardless of term or program.

If a non-academic unit is hiring a student, they must get approval from the Vice Provost of Graduate and Postdoctoral Education. GRA and GTA DocuSign forms have been created for the approval process.

These forms should be submitted no later than two weeks prior to the end of registration for any given semester. If the approval is granted, an email will be sent to the hiring unit and the home unit. The home unit is included to enter the tuition waiver into banner. Any additional people may be added to the approval email if they need to be included for administrative purposes. A denial email will be sent to the hiring manager to address any issues with the GRA or GTA request. Georgia Tech Professional Education (GTPE) and the Library are exempt from having to use the forms mentioned above and have a blanket approval on hiring GRA or GTA employees.

GTRI Hires

Students that are hired by GTRI should use the GRA and GTA DocuSign forms. This will require approval from the Vice Provost of Graduate and Postdoctoral Education. These forms should be submitted no later than two weeks prior to the end of registration for any given semester. If the approval is granted, an email will be sent to the hiring unit and the home unit. The home unit is included to enter the tuition waiver into banner. Any additional people may be added to the approval email if they need to be included for administrative purposes. A denial email will be sent to the hiring manager to address any issues with the GRA or GTA request.

Offer Letters

Offer Letters have been created to send to your GRAs, GTAs, and GAs. Offer letter templates can be found here on the left-hand side in the gold section of the website. These letters were created by the Office of Graduate Education and HR has reviewed these letters as well. You are encouraged to use these offer letters, but it is not required.

Payroll Deductions

Students can make a payroll deduction for the tuition, fees, and health insurance (if applicable) that they owe on their student account. The amount will be split over three months for fall and spring and two months for summer. Information can be found here on how the student can set this up. This is optional and students do not have to enter into payroll deductions if they wish to pay their remaining tuition and fees out of pocket by the fee payment deadline. Information on how to set this up can be found here.

Payroll deduction is administered by the Bursar's Office. If you have any questions about how it is set up, run into any issues setting this up, or have any other questions, please contact bursar.ask@business.gatech.edu with any questions.

Students must be completely hired by the ASC to be able to enter the payroll deduction that is administered by the Bursar's Office. The student will not be able to set this up without being hired through the ASC. The student will also need to be set up ***before*** the Payroll Processing Deadline set forth by the Payroll Office.

There is a max amount a student can take out of their check for Payroll Deduction. It is encouraged that that the student talk to Payroll to see what this amount would be for the student.

Student Employment Website

The Office of Human Resources has an employment website, found here, for Student Employers which has very useful information! On this website, you can find a glossary of terms, Student Employment Policy, Student Job Codes, Student Employment Timelines, Student Employee Checklists, Equifax

examples, FAQs, and more information as well! The Appendix will have some of this information for a quick reference.

There is also a Student Employee Resources webpage, found [here](#), that is useful to students as well! This is something you could send to your students as a resource if they have any questions about their student employment.

Tuition Waivers

All GRA and GTA positions come with a tuition waiver. Tuition waivers are not optional for GRA and GTA positions and are part of the position for the GRA and GTA positions. The tuition waiver must be entered into Banner to reflect on a student's account. Tuition waivers can be used for in state and out-of-state students. Programs and departments **do not** need to submit a request for an out-of-state tuition waiver (OSTW) for GRA and GTA positions. You will enter a tuition waiver for a student when they are an out-of-state student, and this will be covered later on how to enter tuition waivers for In-State and Out-of-State students. Students should **not** receive both a GRA and a GTA waiver. This will cause the student to receive a 'refund' for the waivers and will cause issues with the student's account. Tuition waivers for upcoming terms can be entered once registration opens for the next term(s). Financial Aid will inform the Office of Graduate Education if both a GRA and a GTA waiver are on a student's account, and we will remove one of the waivers. If the student happens to be 'refunded' money, the student will have to return the money to GT.

Entering Waivers into Banner

You can go into Banner and go to the screen TSAEXPP. You may encounter the screen below. Click the X on the top left to clear this screen:
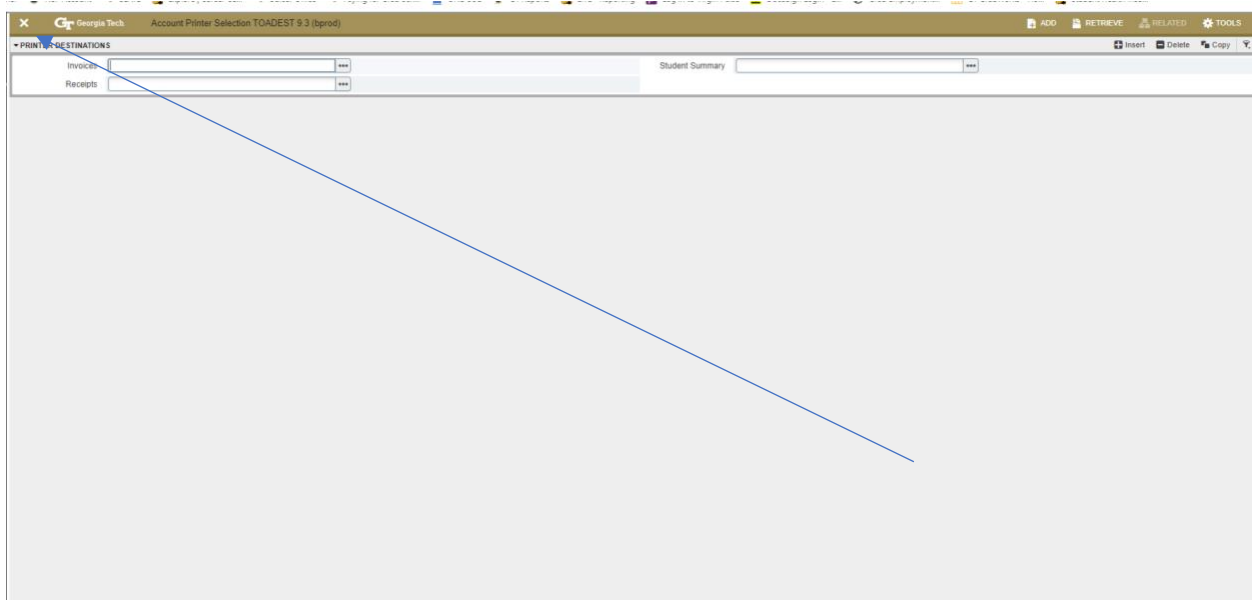
Once you do that, you should see the screen below:
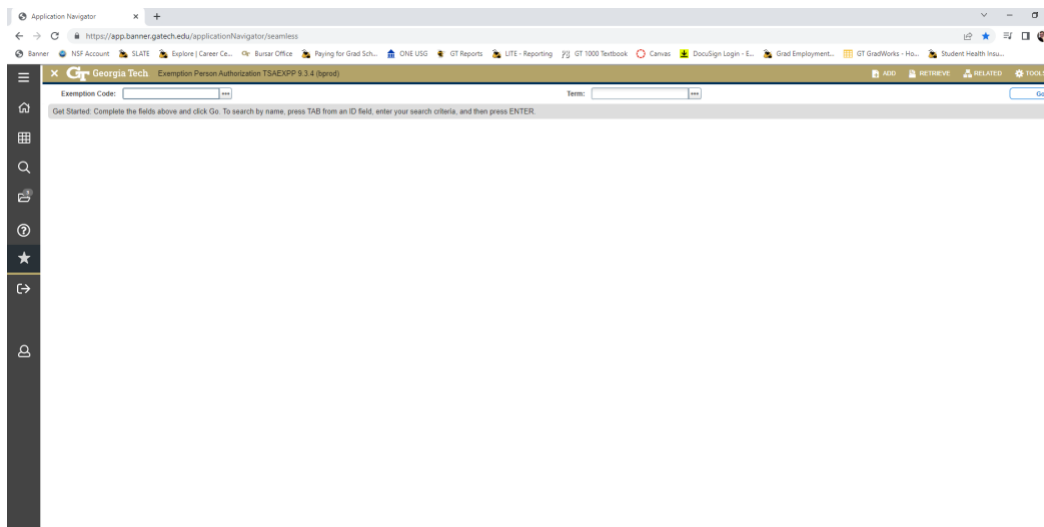
For the exemption code, you should use one of the following:

- 1 = GRA who is an out-of-state student
- 2 = GRA who is an in-state student
- 3 = GTA who is an out-of-state student
- 4 = GTA who is an in-state student
- 25 = Military Waiver

The term should be the term you would like to enter the waiver. You will then click "Go" once you have entered both the exemption code and the term. You will see a screen showing a list of students with that exemption code. On top right, click "Insert" or click F6 on your keyboard. Enter student's GTID. If you have multiple students, you can insert again or click F6– enter the next student's GTID until you have finished entering all your students. When finished, click "SAVE" at the bottom right or click F10 on your keyboard.

Banner will refresh itself overnight and will post the tuition waiver the next day on the student's account. It is encouraged to enter the waiver as early as possible for your students. The Bursar's Office may contact you and request you make a change if a tuition waiver is entered incorrectly.

Waiver Amounts

Tuition waivers for in-state students will remove $7,007 from the student's tuition, until there is an increase in tuition. Tuition waivers for out-of-state students will remove $7,538 for the out-of-state tuition and $7,007 for the in-state tuition for the student, until there is an increase in tuition or the tuition differential changes these amounts. The amount the student will pay is in the 'What Students Pay' section and you can see the Graduate Assistantship Rates in the 'What Students Pay' section as well. These amounts are dependent on normal tuition rates and are based on the current tuition rates. Any changes in these tuition rates will change the waiver amounts. These amounts are for all students receiving a tuition waiver, including those programs that have a tuition differential.

Seeing Waivers on Students Accounts

To see which wavier(s) a student has on their Student Account, you can go to TSIAUTH in see this information. You will need the student's GTID. On the banner home screen, you can enter TSIAUTH. You may see the following screen. If you do click the x in the top left corner:
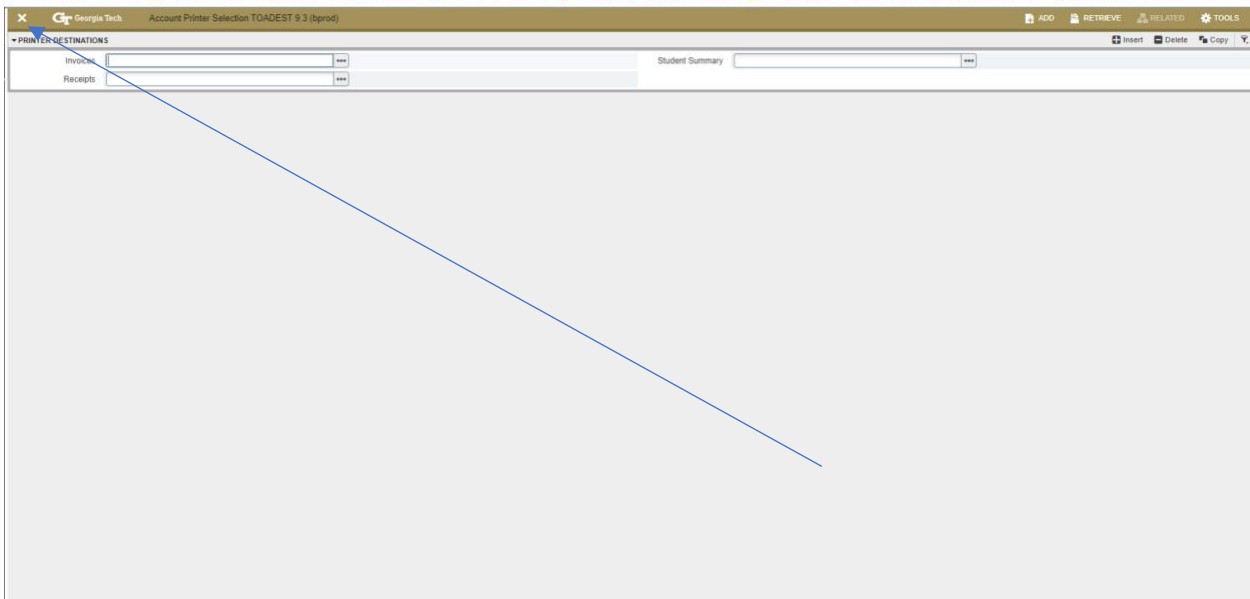
Then, you should see the following screen. You can enter a student's GTID and click Go:
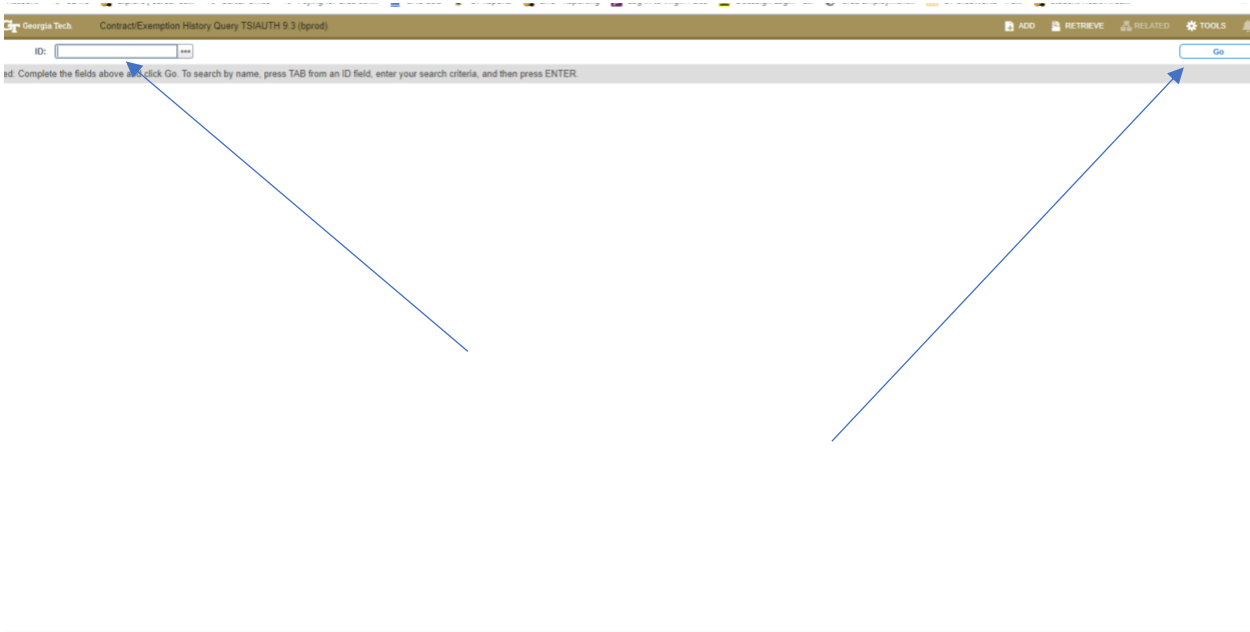
Once you do that, you will see all the waivers that the student has ever had, as seen below:

Term	Priority	Code	Description	Delete
202305	1	1	GRA Tuition Exemption - NR	
202305	2	92	Health Insurance Waiver	
202302	1	1	GRA Tuition Exemption - NR	
202302	3	25	Military Tuition Exemption	
202302	2	92	Health Insurance Waiver	
202208	2	1	GRA Tuition Exemption - NR	
202208	1	25	Military Tuition Exemption	D
202208	3	92	Health Insurance Waiver	
202205	2	1	GRA Tuition Exemption - NR	
202205	1	25	Military Tuition Exemption	
202202	3	1	GRA Tuition Exemption - NR	
202202	1	25	Military Tuition Exemption	
202202	2	5	Institution Fee Waiver	
202108	3	1	GRA Tuition Exemption - NR	
202108	4	16	Health Insurance Waiver	
202108	1	25	Military Tuition Exemption	D
202108	2	5	Institution Fee Waiver	
202105	3	1	GRA Tuition Exemption - NR	
202105	1	25	Military Tuition Exemption	
202105	2	5	Institution Fee Waiver	

Removing a Waiver from Banner

Open Banner and go to TSAEXPP. Enter the appropriate exemption code and term. Click "Go" to see the list of students who have a waiver. You can filter by just your student. To do this, click the filter button on the top right-hand side of the screen as seen below:
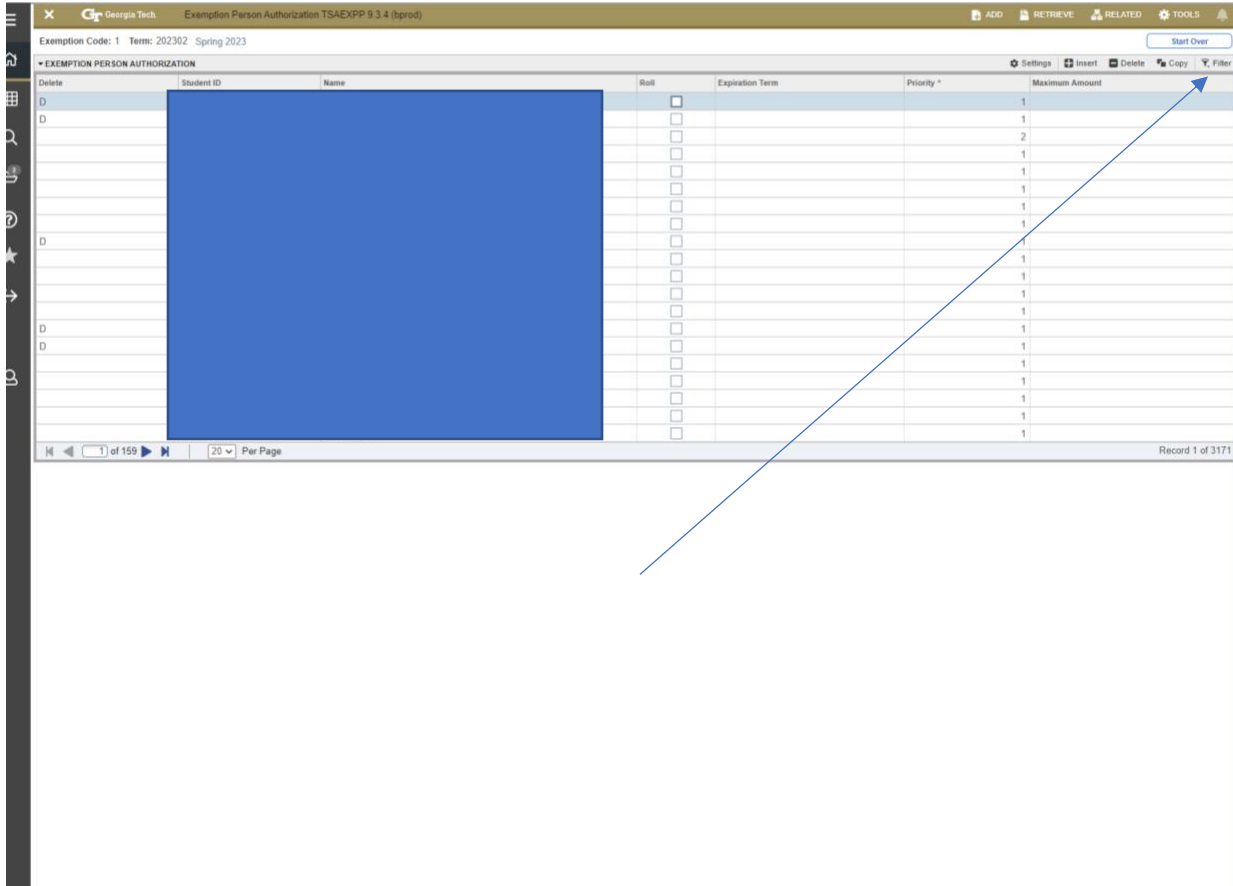
You should now see the screen below. It is easiest to get the GTID of your student to make the process faster. You can enter the GTID in the "Student ID" box and click "Go" to find your student:

Once you find your student, click the box to the left of the GTID. Put a "D" in the box and click "Save" to save the deletion of the waiver. This will remove the waiver overnight when Banner refreshes.
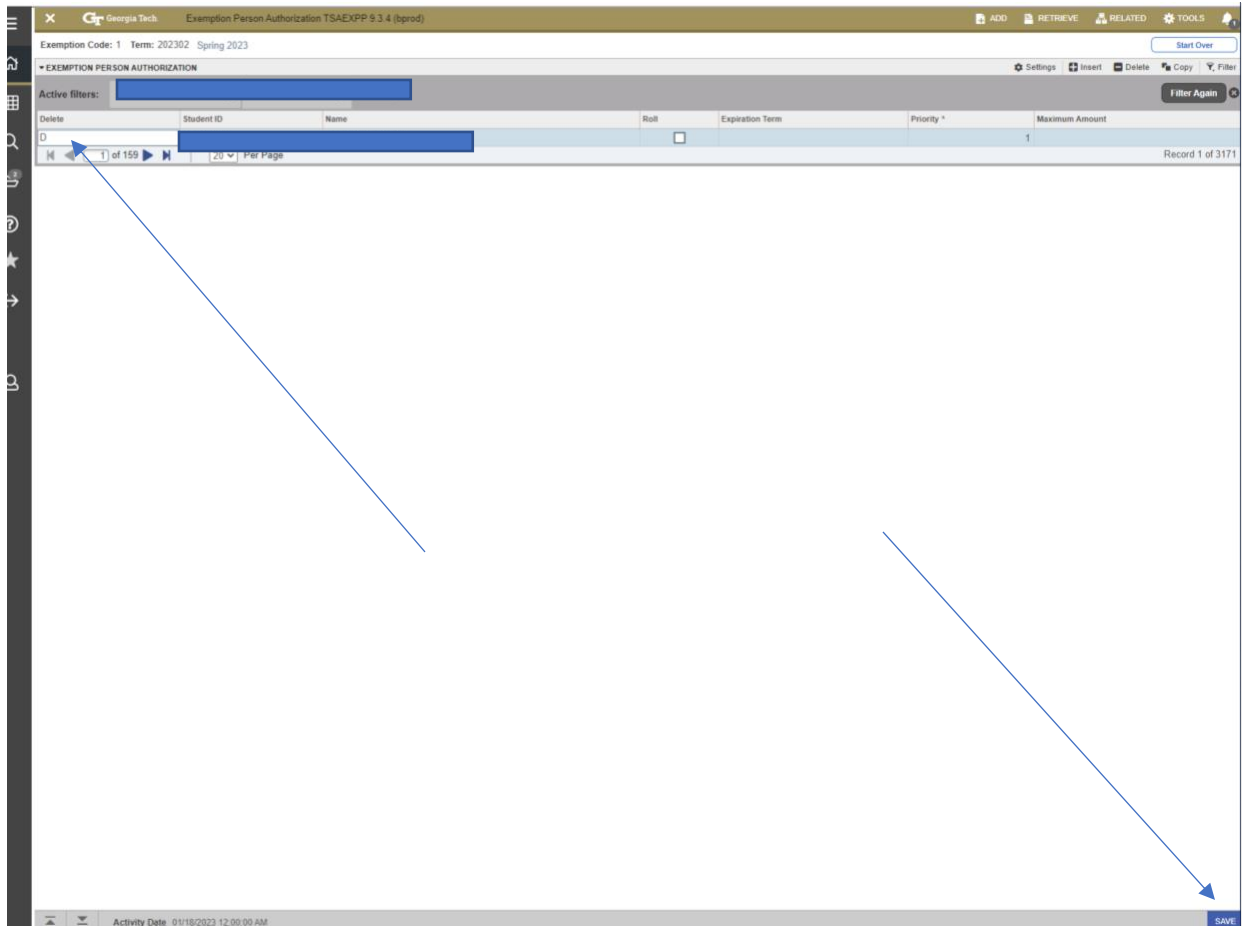
Adding a Waiver back to a Students Account once the Waiver has been Deleted

If you have deleted a students tuition waiver, but need to add it back, you can do this action in TSAEXPP. Once you are in TSAEXPP, put in the exemption code and term you deleted the waiver for the student. Once you do, click Go. Once the screen loads, you can click the filter button to filter for your student. Once you find your student, you can click in the box to the left of the students GTID where you see the 'D'. You can then delete the D and then click F10 to save, or you can click Start Over at the top and it will ask you if you want to save your changes and you will need to click 'Yes' to save the changes. This will then add the student's waiver back to their account overnight when Banner refreshes.

Tuition Remission

Tuition remission is usually charged to grants within the programs and departments. Tuition remission is the difference between what the student charged for tuition and what tuition is normally charged to someone without a tuition waiver and only applies to in-state tuition. Departments are not charged for out-of-state tuition. You will also be charged a fringe amount of 5.7% for each student. This can be charged to a grant or to the program's budget. The rate you will be charged is the standard rate of

Master & Ph.D. Candidate rate on the Tuition and Fees page of the Bursar's website. More information on tuition remission can be found here.

Normally a Financial staff member in the program or department will know how much will be charged to each grant or budget and which grant, or budget will be charged. They will also be the one who handles the tuition remission charges for each student(s) that you have in your program or department.

What Students Pay

GRA and GTA students will pay $25 of tuition (unless the program has a tuition differential), health insurance (unless the health insurance is waived) and all student fees. If the student's program has a tuition differential, the student must pay for the tuition differential rate and more information can be found in the tuition differential section. To get an idea of what a student will pay, please go to the Tuition and Fee website provided by the Bursar's Office, found here. Click on the most recent/current semester. After the listed tuition and fee rates, you should see a line that says, "GRADUATE ASSISTANTSHIP RATES," and you can click on that to see what the student will pay, as seen below:

Georgia Institute of Technology						
2023-2024 Tuition and Fee Rates per Semester						
Fall 2023						
Click Links Below for Detail	**Tuition[1]**				**Mandatory Student Fees[2]**	
	In-State (Resident)		Out-of-State (Non-Resident)			
UNDERGRADUATE RATES	**6 Hrs or Less**	**More Than 6 Hrs**	**6 Hrs or Less**	**More Than 6 Hrs**	**< 4 Credit Hrs**	**4+ Credit Hrs**
Atlanta Campus	$3,048	$5,129	$9,308	$15,685	$192	$753
GT Europe Campus (Excludes Program Charges)	$3,048	$5,129	$9,308	$15,685	$107	$107
GRADUATE RATES - ATLANTA CAMPUS	**1-11 Credit Hrs**	**12 or More Cr Hrs**	**1-11 Credit Hrs**	**12 or More Cr Hrs**	**< 4 Credit Hrs**	**4+ Credit Hrs**
Master & PhD Candidates	$586 /hr	$7,032	$1,215 /hr	$14,570	$192	$753
GRADUATE PROFESSIONAL PROGRAM RATES-						
Scheller College of Business						
Master in Business Admin (MBA)	$1,230 /hr	$14,754	$1,698 /hr	$20,376	$192	$753
Evening Master in Business Admin (EMBA)	$1,132 /hr	$1,132 /hr	$1,548 /hr	$1,548 /hr	$192	$753
MS in Quantitative & Computational Finance (MSQCF)	$733 /hr	$8,793	$1,611 /hr	$19,323	$192	$753
College of Design						
Master of Architecture (MARCH)	$753 /hr	$9,027	$1,381 /hr	$16,565	$192	$753
MS in Bldg Const/Integrated Fac Mgmt (MSBCFM)	$814 /hr	$9,758	$1,654 /hr	$19,840	$192	$753
Master of City & Regional Planning (MCRP)	$705 /hr	$8,455	$1,333 /hr	$15,993	$192	$753
MS in Geographic Information Science & Tech (MSGIST)	$705 /hr	$8,455	$1,333 /hr	$15,993	$192	$753
Master of Industrial Design (MID)	$753 /hr	$9,027	$1,467 /hr	$17,604	$192	$753
MS in Music Technology (MSMT)	$730 /hr	$8,759	$1,359 /hr	$16,298	$192	$753
MS in Urban Design for CoA (MSUD)	$753 /hr	$9,027	$1,381 /hr	$16,565	$192	$753
College of Computing						
MS in Human-Computer Interaction (MSHCI)	$670 /hr	$8,032	$1,476 /hr	$17,704	$192	$753
College of Engineering						
MS in Supply Chain Engineering (MSSCE)	$691 /hr	$8,283	$1,579 /hr	$18,948	$192	$753
MS in Electrical & Computer Engineering (MSECE)	$687 /hr	$8,238	$1,423 /hr	$17,070	$192	$753
Master of Science in Analytics (MSANLT)	$1,217 /hr	$14,603	$1,689 /hr	$20,261	$192	$753
PhD (joint) in Biomedical Eng (BMED)	$756 /hr	$9,063	$1,847 /hr	$22,160	$192	$753
MS in Biomedical Innovation & Development (MBID)	$1,038 /hr	$12,453	$1,666 /hr	$19,991	$192	$753
College of Sciences						
MS in Robotics (MSROBO)	$669 /hr	$8,028	$1,475 /hr	$17,700	$192	$753
MS in Bioinformatics (MSBINF)	$689 /hr	$8,259	$1,529 /hr	$18,345	$192	$753
GRADUATE ASSISTANTSHIP RATES	Per BOR policy, GRA/GTA's pay a minimum of $25 tuition plus mandatory fees (click on link to left for detail rates by program)					
STUDY ABROAD RATES	**6 Hrs or Less**	**More Than 6 Hrs**	**6 Hrs or Less**	**More Than 6 Hrs**	**< 4 Credit Hrs**	**4+ Credit Hrs**
Study Abroad - Undergraduate (Excludes Program Charges)	$3,048	$5,129	$9,308	$15,685	$107	$107
Global at Home -Undergraduate (Excludes Program Charges)	$3,048	$5,129	$9,308	$15,685	$192	$753
Study Abroad - Graduate (Excludes Program Charges)	Refer to Graduate Tuition Rates Above		Refer to In-State Graduate Tuition Rates Above		$107	$107
Global at Home - Graduate (Excludes Program Charges)	Refer to Graduate Tuition Rates Above		Refer to the Graduate In-State Rates Above		$192	$753
SPECIALTY GRADUATE PROGRAMS	**Per Credit Hour Rate**		**Per Credit Hour Rate**			**1+ Credit Hrs**
GTPE and Professional Master's Programs	Click on link to the left for rates.		Click on link to the left for rates.			$107
Master of Science in Analytics (OMSA)	$275 /hr		$275 /hr			$107
Master of Science in Computer Science (OMSCS)	$180 /hr		$180 /hr			$107
Master of Science in Cybersecurity (OMSCSEC)	$310 /hr		$310 /hr			$107
Graduate Certificate Program	**1-11 Credit Hrs**	**12 or More Cr Hrs**	**1-11 Credit Hrs**	**12 or More Cr Hrs**	**< 4 Credit Hrs**	**4+ Credit Hrs**
Graduate Certificate Program	$586 /hr	$7,032	$1,215 /hr	$14,570	$107	$107
EXECUTIVE EDUCATION PROGRAMS (Semester/Residence Cost)	**Graduating Class of 2023**		**Graduating Class of 2023**			
Executive MBA Program (MBA-MOT & MBA-GB)	$20,625		$20,625			

[1]In-State (Resident)/Out-of-State (Non-Resident) Classification

At the time of admission to Georgia Institute of Technology a student will be classified as either a resident or non-resident of the State of Georgia for determining the amount of tuition a student will be assessed. A student will either be assessed the resident (in-state) or non-resident (out-of-state) tuition rate listed above based on this determination. Policies and Procedures for determining the classification of residency status are set forth by the Board of Regents of the University System of Georgia.

An example can be found here from Spring 2023 and below. Please note that this can change if tuition is increased or decreased:

Georgia Institute of Technology

2022-2023 Tuition and Fee Rates per Semester
Spring 2023

Graduate Assistantship Tuition and Fees

Full-time Students (12 or more hours)

	Per Semester In-State (resident)		Per Semester Out-of-State (non-resident)	
Regular Master & PhD Graduate Programs (Incl. BMED)	$	25	$	25
Mandatory Student Fees	$	753	$	753
Total	$	778	$	778
Professional Graduate Programs-				
Scheller College of Business-				
Master in Business Administration (MBA)*	$	5,831	$	5,831
Master of Business Administration (Dual Degree)	$	7,747	$	7,747
MS in Quantitative & Computational Finance (MSQCF)	$	1,786	$	4,778
College of Design-				
Master of Architecture (MARCH)	$	2,020	$	2,020
MS in Bldg Const/Integrated Fac Mgmt (MSBCFM)	$	2,751	$	5,295
Master of City & Regional Planning (MCRP)	$	1,448	$	1,448
MS in Geographic Information Science & Techology (MSGIST)	$	1,448	$	1,448
Master of Industrial Design (MID)	$	2,020	$	3,059
MS in Music Technology (MSMT)	$	1,752	$	1,753
MS in Urban Design for CoA (MSUD)	$	2,020	$	2,020
College of Computing-				
MS in Human-Computer Interaction (MSHCI)	$	1,025	$	3,159
College of Engineering-				
MS in Supply Chain Engineering (MSSCE)	$	1,276	$	4,403
MS in Electrical & Computer Engineering (MSECE)	$	25	$	25
Master Of Science in Analytics (MSANLT)	$	7,596	$	7,596
PhD (joint) in Biomedical Engineering (BMED)	$	25	$	25
College of Sciences-				
MS in Bioinformatics (MSBINF)	$	1,252	$	3,800
MS in Robotics (MSROBO)	$	1,021	$	3,155
Mandatory Student Fees (add to Professional Graduate rates above for total Tuition and Fees)	$	753	$	753

	Fall Term	Spr/Sum Term	Summer Start
GRA/GTA Mandatory Insurance Plan Rates	$ 303.48	$ 420.52	$ 183.82

International Student Fee (Required of all degree-seeking students holding an F or J Visa in each term of enrollment)

International Student Fee (ISF) $100
For more information regarding the ISF Fee, please visit: International Student Fee

*The resident rate of $5,831 is applicable to MBA Graduate Assistants working within the College of Business. The resident and non-resident rate for MBA students with assistantships working for a unit outside of the College of Business is $7,747.

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All tuition charges, fees, board, room rent, or other charges are subject to change at the end of any academic term

The amounts above show how much the student will be charged for tuition by program, the amount of fees per term, and the GRA/GTA Mandatory Insurance Plan Rates. This will allow everyone to see how much the student will be charged for tuition, fees, and health insurance. If a student gets GT housing, meal plan, parking pass, or any other charge, it will also show on their student account.

Standard Amounts for Tuition Waivers

The standard amounts for tuition waivers are the Master & Ph.D. Candidate In-State rate minus $25 on the Tuition Cost by Semester under the Master & Ph.D. Candidate line. The tuition waiver will also waive the full (or most) out-of-state amounts, but programs and departments are not charged tuition

remission for out-of-state charges. Please go to the Tuition Differential section if your program charges a tuition differential, also known as a higher tuition rate.

Tuition Differential

Tuition differential refers to the amount of tuition charged by a program that is above the standard amount or known as "Specialty Programs" on the Tuition Costs by Semester page of the Office of the Bursar website. If a student is in a program that charges a tuition differential, the student is responsible for the difference between the standard amount and the tuition differential.

For example, if an in-state graduate student registers for 12 or more hours and the standard rate of in-state tuition is $7,025, then the tuition waiver will remove $7,000 from the students account. However, the student's program charges $9,000 for in-state tuition for 12 hours or more. The tuition waiver will remove $7,000 from the student's account, and the student will owe $2,000 plus fees and health insurance (if the student needs health insurance).

The program or department can pay for the difference of the tuition, but it is not required. The program or department can contact the Academic Coordinator for Graduate Hiring for more information on how the program or department can pay for the students remaining tuition.

Off-Cycle Checks

Students who are hired after the monthly payroll deadline may be eligible for an off-cycle check. The program or department will request an off-cycle payment through the Administrative Service Center (ASC) on the student's behalf. ASC can let you know when the student will be paid and can go here for more information.

Short Work Break

You can put your students on a Short Work Break (SWB) in OneUSG Connect. This will allow you to pause their pay while they are not working at Tech. You can also take them off SWB in OneUSG Connect so they can start working for you again. This allows you to not have to terminate a student's position and then rehire them in OneUSG Connect. While the student is on SWB, their hiring record will remain the same as it was before going on SWB.

SWB is not for those who will be working in another position on campus as a GRA, GTA, GA, or student assistant. If a student is going to work for another program or department and does not work for you, the program or department will need to terminate the student and then rehire the student if your program or department will be rehiring the student. A SWB is not needed if you are transferring a student to a new position. If the student is transferring to a new position, an Intra-Institutional Transfer request must be submitted via Manager Self Service (MSS). The student cannot work while they are in a SWB for any position on campus.

Teaching Assistant Training and Development

In accordance with the Board of Regents' policy on graduate teaching/laboratory assistants, each college or department that uses graduate or undergraduate TAs must develop procedures to:

1. provide appropriate training to support and enhance these assistants' teaching effectiveness;
2. conduct regular assessments, based on written procedures and including results of student and faculty evaluations, of each assistant's teaching effectiveness and performance;

3. assess competency in English and, if needed, provide training in English language proficiency.

The Center for Teaching and Learning (CTL) offers two initiatives to help schools prepare their GTAs and UTAs.

- First, the **GT TA Training Canvas** course satisfies the minimum BOR training requirements mentioned in item one above. These interactive, asynchronous modules cover academic policies (e.g., FERPA, Disability Services, Academic Integrity) and effective student support techniques (e.g., communication, grading, inclusive teaching). To complement the Canvas material, CTL offers **TA Development Academy**, a half-day, in-person conference held the Friday before fall semester classes begin. Participants in this optional program led by experienced GTAs are eligible to earn the TA Development badge by reflecting on how to apply evidence-based teaching and learning strategies to support student learning.

- Second, **CETL 2000/8000 Teaching Assistant Preparation** is a one-credit, pass/fail course that covers academic policies and effective teaching skills. While CTL coordinates the course content and on-boards new instructors, schools provide the faculty or graduate student instructor. This course can be offered over a partial or full semester and can be tailored to discipline-specific TA roles.

CTL's International TA Program (ITA) conducts a spoken English language screening for new international TAs whose TOEFL speaking scores are below 26. Based on the outcome of the assessment, graduate students may be referred for enrollment in the ITA program to support English language proficiency, teaching skills, and cultural adaptation to the U.S./American classroom. The ITA program includes a course (CETL 8801 International TA Preparation), workshops, and individual consultation.

Regulations about Graduate Student Instructors (GSI)

Graduate students may be assigned to teach as instructor of record if they have earned a master's degree or 18 hours of credit in the academic discipline. Each college or unit that assigns a graduate student to teach as the instructor of record must maintain documentation of the graduate student's credentials. Graduate student instructors of record must be directly supervised by a faculty member experienced in the discipline of the course.

Schools that regularly employ GSIs are encouraged to become CTL partners and refer their potential GSIs to enroll in the Tech to Teaching certificate program for future faculty. The **Tech to Teaching program** requires the completion of 10 learning outcomes at the foundation level (usually one to two semesters of effort) prior to enrolling in the mentored teaching capstone, a weekly seminar that accompanies their teaching experience. For GSIs not participating in Tech to Teaching, schools are encouraged to offer a weekly or biweekly discussion group or to refer GSIs to participate in CTL's GSI Teaching Seminar (when offered).

Contact

www.ctl.gatech.edu

Kate Williams, kate.williams@gatech.edu,
Assistant Director for TA and Future Faculty Initiatives

Sarah Kegley, sarah.kegley@gatech.edu,
International TA Program Manager

GRA/GTA positions while doing an Internship

Students will be able to do a GRA/GTA position while doing an internship. However, the student must get approval from their program, the academic coordinator for Graduate Hiring, and Career Services. The internship must be essential to their thesis/dissertation. The student will have to work one of the following arrangements:

- 13 hours as a GRA/GTA and seven hours at an internship
- 14 hours as a GRA/GTA and six hours at an internship

Students must get approval from the Office of Career Services to be a GRA/GTA along with an internship. Questions about this process can be emailed to Jana Stone (jana.stone@gatech.edu) or Christina Hall (christina.hall@gatech.edu).

GRA/GTA doing work with another institution

If a GRA or GTA is doing work at another institution that may interfere with their work at GT, it is encouraged to talk to Legal (found here) to discuss what is needed for next steps.

Hiring Graduate students from other institutions

If you are going to hire a student from another USG Institution or another higher education institution, the student will need to be hired as a Tech Temp through Human Resources. This will not come with a tuition waiver and is paid biweekly. There is no maximum amount you can pay them, but they must be paid the current Federal Minimum Wage.

Concurrent GRA/GTA hires

If you are hiring a student as a GRA and a GTA for any given term(s), the student can be hired into **either the GTA or the GRA, but not both.** The program/department can hire them as a GRA or GTA to award the tuition waiver, and then hire the student as a GA Monthly for their other position. This will allow the student to be paid the two different stipend amounts and receive a tuition waiver. The 50% FTE rate still applies to both positions.

Hiring Systems

GradWorks

GradWorks is used by some programs for semester hiring management for their departments and programs. Training can be found here for GradWorks, and you can go here to see how to request access to GradWorks.

Starting 1/1/2024, departments who use GradWorks must also submit an eRequest through the ASC to hire any type of Graduate Student in a GRA, GTA, or GA (Monthly/Hourly) position. GradWorks does not submit any information to the ASC for student hiring or to start the hiring process.

Hiring units must submit a corresponding request in Manager Self Service (MSS) in OneUSG Connect to terminate student, revise current semester projects or pay, extend hiring end dates, etc.

The hiring dates for the semesters in GradWorks are the following:

- Fall: August 15 to December
- Spring: January 1 to May 14
- Summer: May 15 to August 14

You do not have to keep your student employed that entire time; those are just standard dates that are automatically entered into GradWorks since the beginning of each semester does change. You can change the dates in GradWorks to reflect the dates the student will be working.

OneUSG Connect

Students are hired via OneUSG Connect. Programs and Departments will hire, terminate, and rehire students through OneUSG Connect. You can contact Human Resources or the Administrative Services Center for more information on OneUSG Connect, found here

Tips for OneUSG Connect Hiring:

- Hire for the Fall and Spring (Academic year with ASC) and have a May end date OR hire longer with a future semester end date!
- Bulk student hiring is an option within the ASC system (Job aid available).
- Make sure the position number is not used by someone else.
- Do not forget to terminate those students who are no longer working in your department.

Important Departments and I9 Information

Administrative Services Center

Onboarding & Hiring is the Administrative Services Center (ASC) unit that oversees new employee requirements. You can go here to visit the ASC portal for hiring. Students can contact the ASC to discuss any paperwork due or assistance with it.

New student employees will have to complete the following to be hired:

- Preboarding: Equifax electronic 'packet' of required documents (tutorial available here)
- Onboarding: In-person completion of I-9 with identity verification
    - Students will need two legal documents proving who they are (ID, Passport, Social Security Card, Birth Certificate. Copies or pictures will **not** work) Link to I-9 eligible docs list

Foreign Nationals need to show that they are authorized to work in the U.S.; therefore, they will also require the following:

- I20 or DS-2019 (Original document from OIE)
- I94 (Paper copy will be needed)

I-9 Information

I-9's will need to be completed no later than 3 business days after the student's ***first day of work***. Departments and Programs can determine the student's start date. For GRA and GTA positions, those normally start on 8/15, 1/1, and 5/15 for Fall, Spring, and Summer respectively. GRA's can start at a later date, but no later than the hiring periods for any given term. GA's can be hired at any point during the

semester. The student will receive an Equifax email to the email address that is listed on their hiring paperwork. You will want to suggest to the student to also check their junk mail since it can be routed there by their email provider. Once the student completes the Equifax paperwork, the student will receive **another** email for the student to meet with ASC/HR *in person* to complete the final part of the I-9 process. This *in person step* must be completed no later than 3 days after the start date in order to finalize the hiring process.

The student, the supervisor, and the HR Business Partner will receive written notification if the I-9 isn't complete by the second day. If the student doesn't complete this by their third day, the student will be **terminated**. The student will need to be rehired if this happens. We know that foreign nationals may not be able to complete this if they have delays in getting into the US, but you can work with the ASC to alter their start date(s) if needed.

Hiring lengths for ASC

The ASC will hire all student employees for the **academic year (Fall and Spring)** and not by **term**. If you need to adjust this at any point, you will need to complete an MSS transaction to adjust or contact the ASC on what steps need to be taken to adjust the students hiring. The ASC will generate rosters each semester for departments to confirm that their student employees are still working in the same capacity as they were originally hired. Any changes to the student's employment will need to be made with the ASC as soon as possible!

Human Resources

Human Resources can assist with questions related to employing students at Tech. Their Student Employment website includes helpful information and a range of resources for both student employers and student employees. Additional questions can be emailed to student-employment@gatech.edu.

Global Human Resources found here, is a great resource if you have any questions about employing foreign national students. They can also help with questions if you have students who will need to work abroad. Questions should be submitted to Global HR via the ASC.

Bursar's Office

The Bursar's Office posts the tuition waiver for student's accounts. If you have questions about adding or removing a tuition waiver, you can contact the Bursar to assist with removing or adding a tuition waiver or by looking at the Tuition Waiver sections of this manual.

Financial Aid

Financial Aid only allows **one type** of tuition waiver on a student account (ie Out of State Waiver, GRA/GTA Waiver). If a student has a student loan coming in and will also be using a tuition waiver, the Financial Aid office will need to reduce the student loan amount since the student will be getting a tuition waiver. You can contact the Financial Aid office directly to see how a tuition waiver will affect the loan, but it will vary by student.

Graduate Assistant

GA Hourly

Graduate Assistants (GAs) are normally hired as hourly positions. GA-hourly is for students who are not actively hired as a GRA or GTA in any other department on campus. A student can be hired as a GA in

multiple departments, but the student's FTE must not go over 50% for all positions combined. Each department the student works in must hire the student as an hourly GA. This position is limited to 20 hours a week.

GA Monthly

Students may be hired as a monthly GA if they are also hired as a GRA or GTA in another department. This will allow the student to be paid on a monthly basis with their GRA or GTA appointment since students must be on the same pay cycle for all of their student positions. Students cannot be put into a monthly GA position without also being employed as a GRA or GTA. Students cannot go over the 50% FTE for the monthly GRA/GTA and GA positions. If you are hiring a student that is a GRA or GTA, then you must work with the other hiring unit to change the student's FTE to allow the student to work for you. This must also occur in OneUSG Connect. This position is allowed to work 20 hours per week between the Ga-monthly and the GRA/GTA positions combined.

Pay

Most GA positions have an hourly pay rate and are paid biweekly. The position must pay at least minimum wage but can pay any amount above this amount. The program or department will determine the amount to pay the student. In Spring 2023, hourly GAs at Tech are paid an average of $18.26/ hour.

If a GRA or GTA is working less than 20 hours, they may also be hired into a second (concurrent) position as a GA. If this happens, the student must be hired as a GA-monthly and will be paid **monthly** instead of biweekly since employees can only be paid one pay frequency (the student should be made aware of this so that they are not expecting to be paid on a biweekly and monthly basis).

If a student is going to have a GRA or GTA position concurrently with a GA position, the combined FTE **cannot** exceed more than 50% or 0.50 FTE. Programs and departments will need to work together to arrange how many hours they will work in each position, but the GRA or GTA position must have at least 33% FTE to receive the tuition waiver.

Pay Rates for Schools/Colleges will be posted on the Graduate Education website (link needed). This can be helpful for those who hire students outside of academic units to see what other people pay, but the decision is ultimately up to the hiring unit to decide on a pay scale.

Hours

Enrolled students will work no more than 20 hours total per week. Students hired as a GA-hourly will need to clock in and out and their hours must be approved by their supervisor. Their hours and when the student works must be discussed with their supervisor.

Job Duties

The GA position is usually for administrative work, but the student can work in a lab or be a grader as well. The job duties should be discussed with the supervisor. Any questions about what they can't do can be discussed with the Coordinator for Graduate Hiring.

Other Information

Tuition Waiver

This position **does not** come with a tuition waiver of any kind. Students should be made aware that this position will not come with a tuition waiver. Communications with a student who is a GA should include information about not having a tuition waiver.

Registration

GAs should be registered for at least three (3) hours of coursework to be hired as a GA. If a student is temporarily registered for less than three hours, they should be hired as a Student Assistant in pay group 03C. Please review the **Eligibility for Student Employment policy** for more information.

Tech Temp

If a student is not registered at all, and is not returning the immediate next semester for another Tech degree, they cannot be hired into a student position and should instead be hired as a Tech Temp. Please note that this position does have a limit on the number of hours that they can work per year. Questions about Tech Temps should be directed to the ASC or OHR.

Student Assistant (in pay group 03C)

General Information

Students should only be hired in this category if a graduate student is temporarily registered for less than three credit hours during Fall, Spring, and Summer. The student can work up to 40 hours per week. Please note that a graduate student can only do one credit hour **once** during their entire graduate program, as stated here. Student assistant positions are not entered into GradWorks. Only GRA, GTA, and GA positions are entered into GradWorks.

This position does require the student to report hours and is paid biweekly. The pay must be at least minimum wage and can be paid at a higher rate.

Affiliates

Affiliates are employees at GT, but they do not get paid. These positions are ideal for those who are on a fellowship but need access to something at GT. This **should not** be a work-around in order to not pay a student for a period of time but have them work at GT.

Edits or Suggestions

If you have any edits or suggestions for this document, please contact Corey McAllister (cmcallister9@gatech.edu) directly.

Appendix & Links

Please note that this information may change at any time. Please go here to the Resources for Hiring Departments page on the OHR website for further information. Each header has a link to the resource that it is referring to in case the information has changed.

ASC Website

Glossary of Terms

Grad Assistant Rates/Bursar Website

Georgia Institute of Technology

2022-2023 Tuition and Fee Rates per Semester
Spring 2023

Graduate Assistantship Tuition and Fees

Full-time Students (12 or more hours)

	Per Semester In-State (resident)	Per Semester Out-of-State (non-resident)
Regular Master & PhD Graduate Programs (Incl. BMED)	$ 25	$ 25
Mandatory Student Fees	$ 753	$ 753
Total	$ 778	$ 778

Professional Graduate Programs-

	In-State	Out-of-State
Scheller College of Business-		
Master in Business Administration (MBA)*	$ 5,831	$ 5,831
Master in Business Administration (Dual Degree)	$ 7,747	$ 7,747
MS in Quantitative & Computational Finance (MSQCF)	$ 1,786	$ 4,778
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Master Of Science in Analytics (MSANLT)	$ 7,596	$ 7,596
PhD (joint) in Biomedical Engineering (BMED)	$ 25	$ 25
College of Sciences-		
MS in Bioinformatics (MSBINF)	$ 1,252	$ 3,800
MS in Robotics (MSROBO)	$ 1,021	$ 3,155
Mandatory Student Fees (add to Professional Graduate rates above for total Tuition and Fees)	$ 753	$ 753

	Fall Term	Spr/Sum Term	Summer Start
GRA/GTA Mandatory Insurance Plan Rates	$ 303.48	$ 420.52	183.82

International Student Fee (Required of all degree-seeking students holding an F or J Visa in each term of enrollment)

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For more information regarding the ISF Fee, please visit:	International Student Fee

*The resident rate of $5,831 is applicable to MBA Graduate Assistants working within the College of Business. The resident and non-resident rate for MBA students with assistantships working for a unit outside of the College of Business is $7,747.

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Graduate Education Website

Job Codes

Job Code	Description	Employee Class	Pay Group	Frequency
900X01	**Student Assistant** (SA, Tutor, UTA, Paid Intern, Lifeguard,...)	Student	03T (03C)	Hourly
900X02	**Resident Assistant** (Housing RAs only)	Student	03T	Hourly
900T01	**Student Assistant - PURA** (Undergraduate research award recipients only)	Student	03T	Hourly
901X01	**Work Study** (Same roles as SA; with FWS award and approval only)	FWS	03W	Hourly
909X01	**Graduate Assistant** (GA - Hourly)	Graduate Assistant	03T	Hourly
907X01	**Graduate Research Assistant** (GRA)	GRA	03G	Monthly
908X01	**Graduate Teaching Assistant** (GTA)	GTA	03G	Monthly
905X02	**Graduate Assistant** (GA - Monthly) (Only if concurrent with GRA/GTA position)	Graduate Assistant	03G	Monthly

Offer Letters

Onboarding Emails

Student Employment Process Tips

Student Employment Website