

Graduate Assistant Policy

Date Effective: May 9, 2018

Issued By: President's Executive Council

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Purpose:

Clarion University is committed to engaging graduate students in a way that will make their studies more meaningful and work to develop their professional skill set. At the same time, having graduate students working in various university departments during their program is a way for the university to supplement and increase service to our undergraduate students.

Policy:

In order to offer graduate assistantships in a manner that is cost effective for the university, the following guidelines and parameters have been developed for departments that wish to employ graduate assistants.

- Graduate assistants (GA) cannot receive a tuition waiver
- GA's will be paid an hourly rate will be determined by the PEC each year
- GA's can only work up to 18.75 hours per week during the fall and spring academic semesters
- GA's can only work up to 30 weeks per academic year
- Summer GA positions, availability and limits of total work hours will be determined by individual departments

Procedures:

If a department would like to create a GA position, a request must be made to the Vice President who supervises that area. All funds must be built into the department's budget under the Graduate Student Employment Funds account.

Preference should be given to hiring students of Clarion University graduate programs. If no related program exists at Clarion University, students may be sought out from other graduate programs that align with the services of the requesting department.