



# Graduate Assistant (GA) Program Procedures

## General Procedures

- I. Establishing a new Graduate Assistant (GA) position
  - A. The Department completes a Position Requisition Form (PRF) that includes a description of the Graduate Assistant role and expectations. The Department may contact the Office of Human Resources for the stipend amount as determined by the Business Office, for each Graduate Assistant.
    1. Since GAs are not employees, Otterbein will provide the GA the tuition benefit and stipend.
    2. The hiring Department cannot change the stipend amount.
  - B. The Department obtains approval from the School Dean, divisional Vice President, Dean of the Graduate School and the Business Office, and sends the requisition to Human Resources (HR).
  - C. HR will post open GA positions on the University and Cardinal Careers websites and establish a shared folder with the appropriate hiring manager in which all submitted applicant materials are placed as they are received.
- II. Graduate Assistant selection process
  - A. Interviews of GA candidates are conducted by the Departments.
    1. The Department **cannot hire a candidate for a graduate assistant position until they have confirmed that the candidate has been admitted to an Otterbein graduate or post-baccalaureate program and is registered for classes.** Tuition stipends for athletic and most GA positions typically begin in fall semester.
    2. If not already completed by the candidate during the applicant process, the Department provides the prospective GA with a formal Otterbein University Application (available online or through the Office of Human Resources) to be completed and returned to HR.
  - B. Notification of selection
    1. The Department notifies the recommended candidate that he/she is the selected candidate. The Department informs the candidate the offer is contingent on the successful completion of the background check.

2. The Department provides Human Resources its recommended candidate and contact information. Human Resources will, then, contact the recommended candidate and provide him/her the instructions to initiate and complete the background check.
  3. The Department provides the new GA a copy of *The Graduate School Policy Handbook* and reviews the academic standards required to maintain a GA position. The handbook may also be downloaded at [www.otterbein.edu/public/TheGraduateSchool/Resources](http://www.otterbein.edu/public/TheGraduateSchool/Resources).
  4. The Department instructs the new GA to go to the HR Office to pick up the appropriate paperwork, including the Educational Benefits Request form.
- C. The Department Chair obtains the required approvals necessary to complete the Personnel Action Form (PAF) for the graduate student appointed to the position.
1. All GA positions are approved for up to one year only. Most GAs will continue for a second year of service in which case a second PAF must be completed and approved before the August 1<sup>st</sup> start date for the second year. Regardless of the start date, all GA positions shall end on 05/31. If the GA will continue in their position in the summer term, a new PAF will be required with a new start date of 06/01.
  2. The annual stipend information, determined by the Business Office in conjunction with Human Resources, can be obtained from the Office of Human Resources.
  3. The PAF, initiated by the Department Chair, must indicate approval of the appropriate dean and the divisional Vice President, as well as the Dean of The Graduate School, before being forwarded to the Office of Human Resources.
- D. Once the GA has been selected, the Office of Human Resources will remove the posting from the websites and will prepare and send the appointment letter. HR will send a copy of the appointment letter to The Graduate School.
- E. The Office of Human Resources will include all GA names on a benefit roster shared with the Financial Aid Office and to The Graduate School each fall semester and whenever there is a change in the GA roster.
- F. The GA completes all forms (includes obtaining needed signatures from direct supervisor and completion of the Educational Benefit Request Form) and returns completed forms to HR. The student must complete a Form I-9, unless the form is already on file in the Office of Human Resources.
- G. The Financial Aid Office will award the appropriate tuition benefit after receiving the name of GA from HR.
- H. The hiring process is complete once the background check has cleared.
- I. Human Resources will send the approved PAF to the Graduate School.
- III. Graduate Assistant termination of service (when not at the end of the originally scheduled spring semester)

- A. The Department must clarify to the GA that upon termination, all benefits end on the last day of the month in which they are terminated.
- B. The Department completes a PAF, stating specific last date of service for current GA that is leaving position, obtains required approvals and sends the form to HR. The PAF termination date should be the last day of the month the GA works. Failure to complete this step, will result in the GA continuing to receive his/her stipend and the continued receipt of the tuition benefit.
- C. The Department completes an Employee Offboarding Checklist.
- D. The Department completes a Position Requisition Form (PRF) to request replacement of the GA position. Once the PRF is processed, HR will re-post the GA opportunity, including any change in the approved description of the appointed GA's duties and responsibilities.
- E. The Office of Human Resources sends copy of termination PAF to The Graduate School.

### **Stipend Policies**

GA stipends are paid monthly.

GA stipend amounts are established annually by the Business Office in conjunction with Human Resources.

Tuition costs for a GA will be assessed to the respective departmental budget for all new GA positions. Tuition amount to be assessed to the departmental budget is determined and approved by the Vice President for Business Affairs.

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