



Division of
STUDENT AFFAIRS

Graduate Assistant Coordinator Manual
(Policies & Procedures)

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Overview

Purpose

This manual is intended to provide Graduate Assistant Coordinators, and those who administer employment procedures for Graduate Assistants (GAs), a reference detailing Graduate Assistant hiring and tracking during a two-year commitment. Student Affairs has developed additional guidelines for Graduate Assistants; therefore, questions concerning the contents of this manual should be directed in the order of: the Graduate Assistant Coordinator, Student Affairs Business Officer, then the Graduate School if further clarification is needed. Human Resources can be pulled in as necessary. This manual is an overview of the Division of Student Affairs' policies, procedures, and responsibilities pertaining to Student Affairs' Graduate Assistants. This manual is **ONLY** a guide and does not replace standard policies set by the Graduate School, the Office of Human Resources, or Clemson University's Student Handbook.

Graduate Assistants are encouraged to seek and obtain answers to questions and/or concerns through normal, day-to-day supervisory contacts and channels. If further assistance is needed, questions and/or concerns should be directed in the order of: Graduate Assistant Coordinator, Student Affairs Business Officer, then the Graduate School if further clarification is needed. Human Resources can be pulled in as necessary.

The details contained in this manual are subject to change and should be reviewed annually to ensure all documents, information, and processes are current.

Contacts

Questions regarding graduate assistantships can be addressed to:

Student Affairs Business Office Chief Business Officer

Lisa Bona lspower@clemson.edu
(864) 656-5263

Graduate Assistant Coordinator

Ame Pettiss amelih@clemson.edu
(864) 656-5827

Human Resources Service Representative

Robyn Vanessa Williams robyn5@clemson.edu
(864) 656-9745

Erica Smith edsmith@clemson.edu

(864) 656-9940

Clemson University Graduate School

E-106 Martin Hall
Clemson University
Clemson SC 29634

[Graduate School Staff Directory](#)

General Information

Vocabulary

1. **Graduate Assistant (GA)**- graduate student that is enrolled full-time and works in a department at Clemson University or Tri-County Technical College.
2. **Graduate Admin. Assistant (GAA)**- award type for a Graduate Assistant working 20hrs or less
3. **Principal Graduate Admin. Assistant (PGA)**- award type for a Graduate Assistant working more than 20hrs
4. **Assistantship**- designed to provide support to a graduate student throughout their time of graduate study at university. Campus service is required and in return, the student is compensated and provided the opportunity to serve in a professional role and establish professional relationships with members of the campus community.
5. **GS61**- system of record used to document assistantships, fellowships, grants, and scholarships
6. **Grant**-
7. GS2000
8. **Graduate Assistant Tuition Differential (GAD)**- the difference between full time resident graduate tuition and fees and Graduate Assistant tuition and fees
9. Chart Field String
10. 9 month type
11. 12 month type
12. CUBS
13. Kronos
14. Time Capture
15. Graduate Assistant Evaluation Tools
16. i-9
17. Box
18. Data Center
19. Term
20. Stipend
21. List of Dpt. names
22. Clemson University ID (CID or XID)
23. Master GAD Spreadsheet
24. New Hire
25. New GA
26. Existing GA
27. Graduating GA
28. Graduate Assistant Contract
29. Graduate Assistant Confidentiality Agreement
30. Intermittent
31. Hourly
32. CU-GARS- Clemson University Graduate Assistant Recruitment and Selection

Graduate School Requirements

Assistantships

Graduate Assistants should be assigned jobs and perform duties at a graduate student level. The student must work between 10-28 hours per week. Supervisors should select one of the standard hour increments of 10, 15, 20, 25, or 28 hours per week (International students are limited to 20 hours per week **except** in summer semester). The student must be enrolled full time (Spring = 9 grad level credit hours and Fall = 9 grad level credit hours).

- Summer=6 grad level credit hours
- If the student is only attending one Summer session, full time = 3 grad level credit hours

The student must be paid a stipend of at least 1.2 x minimum wage or \$8.70/hour

- The GS61 entry for stipend must be entered as an annual amount

The student receives a tuition waiver with the assistantship; but still charged, and responsible for, fees each semester.

Expectations

Before Fall semester begins, departments are required to do an annual review for all continuing Graduate Assistants before appointments can be approved.

Supervisors **must** use the approved Graduate School Contract template with annual renewal. Graduate School Contracts should not reflect more than 12 months of employment. Department specific information can be added as an addendum to the GS contract template if needed. Assistantships must have the supervisor listed- enter the CUID (XID) of the supervisor in the box; not the supervisor's name or employee ID. All forms and templates can be found on the Graduate School website.

GA Coordinator/departments are required to add all awards (assistantships, fellowships, grants) directly into the GS61 system, also known as the Assistantship/Fellowship system. This includes:

- Chart strings for assistantships, fellowships, and grants
- Tuition and fees
- Scholarship awards

All scholarships and other awards are entered in the "Grants" section of the system. If a monetary award that is not a true fellowship is given to a student, it goes in the "Grants" section. Financial Aid extracts all GS61 data entries then downloads and adds the transactions to Banner.

Any major changes to a student's assistantship require student notification by email through the GS61 system (job type, hours worked, stipend amount).

Assistantship Offers

Assistantship offers must be entered in the GS61 system after the student confirms he is coming. If student accepts the offer, fill in primary fields, stipend, and tuition (GAD) chart field strings. If the student declines the offer, delete the record. **This is important!!**

Be aware that the CUBS system communicates with the GS61 system, but the GS61 system does not communicate with the CUBS system; therefore, GS61 system will not pull information from CUBS until the student is hired in the CUBS system. This means you can start entering information for a new Graduate Assistant in the GS61 system as paperwork is submitted from departments; however, some fields in the GS61 system will not automatically populate for the GA if they are not hired in CUBS.

Annual Review of Continuing Assistantships

Annual reviews must be completed prior to July 1st for all continuing 9- or 12-month assistantships.

The GA Coordinator will confirm that each annual review was completed, and all approvals are obtained by checking the box in the GS61 system. Departments are required to maintain a signed Graduate Assistantship Contract for all GAs and should complete the GS2001 form for any GAA or GTR. (Keep copies of signatures and forms on file in your office or Admit. Please do not send these to the Grad School.)

Enrollment & Billing

Assistantships are ideally entered in the GS61 system prior to initial billing. Late Fees will be assessed if a student does not pay their bill by the set deadline. Also, students may be dropped from courses if they have not paid bill by the set deadline.

Confidentiality

While working as a Graduate Assistant, students may encounter, learn of, and/or produce confidential information concerning Clemson University. If the Graduate Assistant does have access to such information, it is to remain confidential and as property of the University. Annually, GAs are required to sign a Graduate Assistant Confidentiality Agreement regarding FERPA training and personal information protection.

CU-GARS

What is CU-GARS?

Clemson University Graduate Assistant Recruitment and Selection, also known as CU-GARS, is a weekend interview and hire event where GA candidates interview for available assistantships.

Majority of placements for Graduate Assistants through CU-GARS are in the Division of Student Affairs. A limited number of assistantships are also available in select academic colleges, Clemson Home (University Housing & Dining), Undergraduate Studies, the Calhoun Honors College and Tri-County Technical College. Candidates are encouraged to investigate graduate programs and available assistantships to ensure the experience will meet their needs. If candidates are offered a position as a Graduate Assistant, they must have been accepted and offered admission by the Graduate School. If a candidate does not meet the standards of the Graduate School and/or the individual program in which they are interested, they may not accept a graduate assistantship through CU-GARS.

Graduate Assistantship position descriptions are posted in December each year. Application deadlines are scheduled in January each year.

Interview Process

Candidates who have been admitted to the Graduate School **AND** completed the Graduate Assistant application prior to the application deadline will be considered for an invitation to the official interview days. These official interview days are scheduled in February each year.

Position Descriptions

Prior to attending CU-GARS, invited candidates will be asked to submit preferences for assistantships. The CU-GARS committee will use these preferences to pre-schedule candidates for interviews. There will also be an opportunity prior to the Opening Program for candidates to sign up for additional interviews (if space is open) and/or cancel pre-scheduled interviews from your schedule.

Timeline of Events

December

- Position descriptions for vacant assistantships are posted
- Graduate Assistant Applications open

January

- Application deadline

February

- Notification to candidates they have been selected for an interview
- CU-GARS weekend

March

-

April

- Final

Policies & Procedures

Pre-Fall Processes

Requesting Additional Slots

The Graduate School, Vice President of Student Affairs, and Student Affairs Business Officer must approve additional GAD slots. Procedures for departmental requests are as follows:

1. An initial email must be sent to the Graduate School detailing the number of Graduate Assistantships you are requesting, purpose of the request, and the desired semester of service. Please attach a copy of the job description(s).
2. The Vice President of Student Affairs and Student Affairs Business Officer of should be cc'd to stay abreast of the Graduate School's decision.
3. Approval/denial of the request(s) will be determined and communicated via email by the Student Affairs Business Officer.

*Approval by the Graduate School **DOES NOT** guarantee approval by Student Affairs.

Refilling Vacant Graduate Assistant Slots

Departments desiring to refill an open GA slot are required to email the Vice President of Student Affairs and Student Affairs Business Officer to get approval, prior to submitting a recruitment request and position description (cc: GA Assistantship Coordinator).

Once approved, the department can begin the CU-GARS process. The GA Assistantship Coordinator plays no role in the CU-GARS process.

Two-year Appointment Processes

Summer

(May-Aug)

Departments will finalize all Graduate Assistant selections and determine start dates for employment. A list of all new GAs should be sent to the Graduate Assistant Coordinator. If the list is not sent by the CU-GARS Coordinator by the conclusion of May, request it.

Departments have the option to begin a GA's two-year assignment during the Summer, and pay them as

an hourly employee, or start a GA's two-year assignment on the first day of class. Tuition assistance does not begin until the Monday prior to classes starting; therefore, if departments choose to start a GA's two-year assignment before the first day of class, the department is required to pay the GA hourly from the departmental budget.

New GA paperwork may, or may not, start coming in from the supervisors during this time. It is important to keep an effective electronic filing system to maintain all records. For physical paperwork that is submitted, create a filing system with file folders and labels.

*Supervisors should keep all original documents and send the GA Coordinator scanned, emailed, or photocopied versions of the original document.

Master GAD Spreadsheet for Academic Year

Create a new Master GAD spreadsheet for the upcoming academic year. The supervisor should update **ONLY** the information in the yellow sections of the spreadsheet. As email updates are sent to GA supervisors, remind them of their responsibility to update this information. The Graduate Assistant Coordinator should update the grey sections of the spreadsheet in order to track GA paperwork as it is submitted.

Box Access

It is important to ensure all proper parties have access to the SA GADS Box folder. As email updates are sent to GA supervisors, include a statement for addition and/or removal of individuals to the folder listserv. Due to changes and turnover in the Division of Student Affairs, this listserv is constantly changing. Add individuals to the SA GADS Box folder with ViewerUploader access.

Intermittent Hires

This process, mainly, includes the supervisor and Human Resources (**it is important to review this process flow with the Human Resources Service Representative annually to ensure the process is still accurate**).

The Graduate Assistant Coordinator must make sure the documents and forms loaded in Box and/or the hyperlinks embedded in forms are the most current versions each academic year

Transition information...

New Graduate Assistants

Fall

(Aug-Dec)

By the first day of class, all hiring, and data entry should be complete. Take this time to review, organize, and request any Graduate Assistant paperwork. Departmental questions may still be coming in- these should be addressed ASAP as to mitigate any issues that may affect the Graduate Assistants pay. The Human Resources Service Representative will need to be included if any compensation, or HR issues, arise.

Some departmental questions are general inquiries and can be addressed by the Graduate Assistant Coordinator.

Spring
(Jan-May)

Graduating Graduate Assistants

Supervisors who have graduating Graduate Assistants should be directed to the “Graduating GA Checklist” in Box. As this completed form is submitted, the GA Coordinator should enter termination information into the Office of Human Resources termination link

<https://www.clemson.edu/employment/forms/EDSC/> (request access to the link from OHR).

It is encouraged that supervisors complete a final evaluation for the graduating GA but is not required.

Continuing Graduate Assistants

Continuing Graduate Assistants GS61 records should be updated as requested by supervisors and/or the Graduate School. The Graduate School sends updates and announcements through the GS_ASSISTANTSHIP_REPORT-L@LISTS.CLEMSON.EDU listserv. These emails contain very important information and should be read intently.

During this time, supervisors will begin sending updated Graduate Assistant Contracts and evaluations for continuing Graduate Assistants. As these are submitted, the GA’s records in the GS61 system and the Master GAD List should be updated.

Email #1

(send late April/early May)

Good XX,

As the end of the semester gets closer, I want to share some upcoming deadlines for **EXISTING** Graduate Assistants.

Deadline for April XX

1. If your Graduate Assistant(s) will be returning and need any changes/updates to their current GS61 record, please inform me. Be reminded that student bills are scheduled to go out April XX; to ensure the correct bill is reflected, and to avoid late fees for your Graduate Assistant, make sure I am aware of any necessary updates.
2. Complete a Graduate Assistantship Evaluation for all Graduate Assistants you supervise.
3. If you have any graduating Graduate Assistants, please complete the **Graduating GA Checklist** and email the completed document to me.
4. Returning Graduate Assistants MUST sign the GA Confidentiality Agreement.

All forms and documents are in the SA GADS BOX folder. Let me know if additional people in your department need access to the folder and/or if you need to be removed from the listserv. Do not hesitate to contact me if you have any questions. Thank you!

Email #2

(send early July)

Good XX,

The following lists important dates and information regarding upcoming Graduate Assistant deadlines:

1. **For all new Graduate Assistants, please complete the required documentation (listed in BOX)**

- a. When completing the Graduate Assistant contract, only indicate a maximum of 12 months for the appointment dates -the Graduate School requires contracts be renewed annually. Please only put a maximum of 12 months (1 year). If your Graduate Assistant is starting the 2nd year of their assistantship, you only need to send me an updated copy of page 1 & page 4 of the Graduate Assistant Contract.
2. **Graduate Assistant stipends will go into effect the Monday before class begins (Aug. XX)**
3. **For Intermittent & Hourly Graduate Assistants**
 - a. Do not forget to submit the paperwork to transition your GA from Intermittent or Hourly to their Graduate Assistant position ***I will send out reminders for this action**

If you have not done so, the deadline to submit Fall GA information, will be August 1. This gives the departments, and myself, ample time to get all information collected and entered in the system.

Do not hesitate to contact me if you have any questions. Thank you!