Duties
1. GAs are expected to make contact with their assigned faculty supervisor prior to the first day of employment. It is the GAs responsibility to make contact with their assigned departments and/or faculty member(s) by the date indicated in the assignment confirmation email. GAs should email their faculty supervisor their contact information, including cell phone number.
2. Job duties are assigned by the faculty, staff, or administrator the GA is assigned to and will vary by assignment. An evaluation will be completed at the end of each semester by the faculty supervisor. This evaluation will be kept in the student’s folder and will be considered when future GA assignments are given. GAs will be terminated for non-performance of job duties.
3. If a problem or concern arises with the faculty supervisor, the student is encouraged to speak immediately with Andrea Fillipovich in the Graduate Programs office (fillipovicha15@ecu.edu | 252.328.6970 | Bate 3203).

Minimum Professional Standards
4. GAs are expected to check their ECU email every day and respond to their faculty supervisor within 24 hours.
5. GAs should submit complete and accurate projects/tasks by the time requested by the faculty supervisor. If this cannot be done, GAs are expected to communicate with the faculty supervisor as soon as an issue or concern arises.
6. Dress is business casual or business professional at all times — no exceptions.
7. GA positions are not scholarships. If work is not performed as expected, the contract can and will be terminated.
8. Recipients of a COB Graduate Assistantship agree not to accept any other employment without the approval of the College of Business Graduate Office. If a GA has additional employment outside the College of Business, the GA will be expected to make their College of Business GA a priority over outside job responsibilities. For example, if a GA has to proctor an exam in the evenings or on a Friday. “I can’t work tonight or on Friday because I have another job,” is not an acceptable excuse. If such a case exists, the graduate assistantship will be terminated.

Payment
9. GAs are salaried and not paid per hour of work logged each week. Over the course of the semester, GAs must have worked the total number of hours indicated on the contract.
   a. Calculate your biweekly pay:
      i. hrs per week for 15 weeks = ___ hours per semester
      ii. hours per semester @ $_____ /hour = ___ (semester salary)
10. GAs will be paid on the 15th and last day of the month. Each pay will be the same for the entire semester.
11. In Banner Self Serve, if you do not see the “Employee” tab listed, this means your hiring paperwork is not complete. Therefore, you will not receive a check until all paperwork is submitted to SEO (Student Employment Office). You should not be working if all paperwork is not received by SEO.

Revised 7/10/19
Access & Confidentiality

12. GAs may be provided login details and access to ECU and non-ECU systems and databases. Any confidential student or faculty information (grades, ECU IDs, salaries, etc.) that a GA is exposed to is to be held in the strictest confidence.

13. Some GAs will assist in grading course material. This work should be completed accurately and timely in every circumstance – no exceptions.

14. GAs may be given a copier code for completing work for their assigned faculty. Copiers are for COB business only and are not to be used for personal needs. No personal long distance calls are to be made from a COB telephone. Email COBGA@ecu.edu to request copy room access.

Hours

15. GAs will submit weekly time sheets indicating the hours worked and duties performed. The timesheet link will be emailed on the first day of the semester. Timesheets are due each Sunday by 10pm. An accurate portrayal of the week’s duties and hours is expected to be reported in the timesheets, even if you did not work the total assigned hours for the week.

16. GAs can and will work on Fridays and/or weekends if required by the faculty supervisor. Communication is key and GAs must be regular contact with their faculty supervisor.

17. GAs do not receive holiday pay nor are they expected to take vacation. While they are not required to work on school or state holidays or closings, they do not receive credit for the hours they would have worked during those days. GAs are not expected to work reading day or during student breaks; however, they are expected to work during finals. It is expected that GAs will work their full hourly assignment each week. Students will be required to make up hours that are missed during the course of the semester.

18. Employment begins on the first day of the semester and ends on the last day of finals. GAs are expected to begin work the entirety of their contract.

19. The Affordable Care Act information and announcements will be made by the HR Benefits Office. At this time, all student employees are limited to no more than 25 hours a week, unless you have special permission.

20. International Students are limited to a 20 hour per week GA and must be enrolled full time (9 semester hours) during fall and spring semesters. This is a federally mandated regulation and there are no exceptions. They must also coordinate all employment with East Carolina University International Affairs.

Eligibility & Terms of Employment

21. Students must be in good academic standing and enrolled full-time as a graduate student to be eligible for a graduate assistantship. Students on probation or those who have not made satisfactory progress toward satisfying their program requirements (i.e., dropping one or more classes each term) will not be considered for a graduate assistantship.

22. Graduate assistantships are not available to students who are pursuing their graduate program completely online. Students must take at least one on-campus class each semester of their assistantship.

23. Graduate assistant contracts are valid for one semester only unless expressly stated. GAs who are not graduating but would like to return for additional semesters of GA employment must apply each semester.
GA positions are not guaranteed. Factors in retaining a GA position for future semesters are performance evaluations, timely completion of weekly timesheets, student course schedule, and funding availability.

GAs are “at will” employees and can be terminated at any time. In most cases, a verbal warning/conversation will take place, followed by a written warning, then termination. However, some situations may warrant an immediate termination of contract. Conversely, a GA can choose to end their contract early. Written notification must be provided to cobga@ecu.edu from the GA’s ECU student email address.

New Hires

After you accept your GA contract for the semester, SEO will contact you regarding hiring paperwork.

SEO will send the HireRight I9 invitation to you, along with an email confirmation (copy to Department Contact) with the following information:

1. Acceptable I9 Documents
2. ACA Required Health Insurance Notice
3. I9 Completion Instructions
4. Walk-in times available to scan their original documents to complete the I9.
5. *Deadline for I9 completion (On or before the first day of employment)*
6. Instructions to complete the ECU Confidentiality Agreement
7. Students may not use a PO Box as their address on the I-9. Students are also advised to use their school email address.