

Graduate Assistantship Policies and Guidelines

Duties

1. Job duties are assigned by the supervising faculty, staff, or administrator and will vary by assignment. Graduate assistants will be terminated for non-performance of job duties.
2. Graduate assistants are expected to make contact with their assigned supervisor prior to the first day of employment.
3. An evaluation will be completed at the end of each semester by the faculty supervisor. The evaluation will be kept in the personnel folder and will be considered when future graduate assistantship assignments are awarded.
4. If a problem or concern arises with the faculty supervisor, the student is encouraged to speak immediately with the COB Graduate Programs office.

Minimum Professional Standards

5. GAs are expected to check their ECU email every day and respond to their supervisor within 24 hours.
6. GAs should submit complete and accurate projects/tasks by the time requested by the faculty supervisor. If this cannot be done, graduate assistants are expected to communicate with the supervisor as soon as an issue or concern arises.
7. Dress is business casual or business professional at all times – no exceptions. Appropriate business casual dress typically includes slacks or khakis, dress shirt or blouse, open-collar or polo shirt, a dress or skirt at knee-length or below, a knit shirt or sweater.
8. A weekly time sheet indicating the hours worked and duties performed is expected. The timesheet link will be emailed at beginning of the semester. Please note the timesheets do not impact a GA's paycheck. Timesheets are for office use only.
9. 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 the total assigned hours for the week was not performed.
10. Graduate assistantships are not scholarships. If work is not performed as expected, the contract can be terminated. As stated in the graduate assistant contract in Section I article e, appointment as a Graduate Assistant is expressly conditioned upon performance of assigned duties in a timely and competent fashion, as determined by your faculty or program supervisor. Additionally, as stated in the graduate assistant contract Section VI article f, graduate assistants are an "employee at will" and may be terminated at any time.
11. Recipients of a COB Graduate Assistantship agree not to accept any other employment without the approval of the COB Graduate Programs Office. If a graduate assistant has additional employment outside the COB, they will be expected to make their COB assistantship a priority over outside job responsibilities. For example, if a graduate assistant is asked 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 COB Graduate Assistantship may be terminated.

Payment

12. Graduate Assistantships are salaried positions, not hourly. The hourly rate is factored into calculating the salary.
13. GAs will be paid by direct deposit on the 15th and last day of the month.

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14. Each paycheck will be the same for the entire semester. The salary is divided by the number of pay periods in the semester.
 - a. Calculate your biweekly pay:
 - i. hrs per week for 15 weeks = _hours per semester
 - ii. hours per semester @ \$_____/hour = ____ (semester salary)
 - iii. semester salary/ # of pay periods
15. Over the course of the semester, GAs must have worked the total number of hours indicated on the contract.
16. 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.***

Access & Confidentiality

17. 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.
18. Some GAs will assist in grading course material. This work should be completed accurately and timely in every circumstance – no exceptions.
19. GAs may be given a copier code for completing assignments by their supervisor. Copiers are for COB business only and are not to be used for personal needs. Request access to the copier room by contacting the COB Graduate Programs Office.
20. No personal long distance calls are to be made from a COB telephone.

Hours

21. GAs are expected to be in regular contact with their supervisor, either by email or phone.
22. GAs can work any day of the week if required by their supervisor.
23. GAs do not receive holiday pay nor are they expected to take vacation.
24. While GAs 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.
25. GAs are not expected to work reading day or during student breaks; however, they are expected to work during finals.
26. It is expected that GAs will work their full hourly assignment each week.
27. Students will be required to make up hours that are missed during the course of the semester.
28. Employment begins on the first day of the semester and ends on the last day of finals. GAs are expected to work the entirety of their contract.
29. 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.
30. 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. International students must also coordinate all employment with East Carolina University Global Affairs Office.

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Eligibility & Terms of Employment

31. Students must be in good academic standing in order to be eligible for a graduate assistantship. Students on probation or those who have not made satisfactory progress toward satisfying their program requirements will not be considered for a graduate assistantship.
32. Students must be enrolled full-time as a graduate student in order to be eligible for a graduate assistantship. A graduate assistantship cannot be awarded to a student who has completed their graduate degree and is no longer actively enrolled as a graduate student at ECU.
33. 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.
34. Graduate assistantships are not available to students who are pursuing a graduate certificate only. Admission to and enrollment in a graduate degree is required.
35. Summer enrollment is not required to work as a graduate assistant for summer terms. If a graduate assistant does enroll in summer classes, they do not need to be on-campus.
36. Graduate assistant contracts are valid for one semester only unless expressly stated. Graduate assistants must apply each semester for which they would like to be employed.
37. GA positions are not guaranteed for returning applicants. Factors in retaining a graduate assistant position for future semesters are performance evaluations, timely completion of weekly timesheets, student course schedule, and funding availability.
38. Graduate assistants 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 graduate assistant can choose to end their contract early. Written notification must be provided to the College of Business Graduate Programs Office from the graduate assistant's ECU student email address.