

# College of Business Graduate Assistantships Student Responsibilities

## Standard Operating Procedure

Revised December 8, 2023

The East Carolina University College of Business (COB) will satisfy all nondiscriminatory requirements as stated in the University's policies, rules, and regulations prohibiting discrimination and harassment when it comes to all standard operating procedures (SOP) and decisions. The College's SOPs and decisions will be objective, job-related, and consistent with business necessity.

### Standard Operating Procedure

COB Graduate assistantships are paid positions to which graduate students are assigned to work a specified number of hours per week on campus, typically up to 20 hours a week. Graduate assistants (GA) may assist professors in research, course administration, or provide support for various COB offices.

Graduate assistants may grade homework or tests, copy material, or place it on reserve in the library, help students in study session, or assist with research projects. Graduate assistants may not be used to cover office hours or lectures for professors. Under close and meaningful oversight, graduate assistants may be used to grade multiple choice tests or in situations where no judgment is involved. Graduate assistants should not evaluate the work of other graduate students where there is an element of judgment involved.

Graduate assistants may be assigned to faculty or department heads for the duration of a semester, or a pool of graduate assistants are available in the COB Student Technology Center (STC) for one-time requests.

### Definitions

**Department** – Any office, department, or other subgroup that is recognized as a home organization as defined by ECU (home org) and is represented on the College's organizational chart.

**Department Head** – Individual immediately responsible for programmatic, managerial, and fiscal responsibilities for a department, office, or other subgroup that is recognized as a home organization (home org) as represented on the College's organizational chart. Example of individual titles are chair, director, associate dean, or dean.

**SHIP** – (SharePoint Information Portal) COB approved secure website to store, organize, share, and access information from any device.

### Graduate Assistants (Student) Responsibilities

Job duties are assigned by the faculty/department head. Graduate assistants are expected to contact their assigned faculty/department head prior to the first day of employment. An evaluation will be completed at the end of each semester by the faculty/department head. The evaluation will be considered when future graduate assistantship assignments are awarded. Problems or issues should be immediately reported to the Thomas Arthur Graduate School of Business. Graduate assistants will be terminated for non-performance of job duties. GA responsibilities include the following:

### *Minimum Professional Standards*

- Graduate assistants are expected to check their ECU email every day and respond to their faculty/department head within 24 hours.
- Graduate assistants should submit complete and accurate projects/tasks by the time requested by the faculty/department head. If this cannot be done, graduate assistants are expected to communicate with the faculty/department head as soon as an issue or concern arises.
- Dress is always business casual or business professional.
- Graduate assistantships are not scholarships. If work is not performed as expected, the contract can be terminated. An appointment as a Graduate Assistant is expressly conditioned upon performance of assigned duties in a timely and competent fashion, as determined by your faculty/department head. Graduate assistants are an “employee at will” and employment may be terminated at any time.
- 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.

### *Payment*

- Graduate Assistantships are salaried positions, not hourly. The hourly rate is factored into calculating the salary.
- Graduate assistants will be paid by direct deposit on the 15th and last day of the month.
- Each paycheck will be the same for the entire semester. The salary is divided by the number of pay periods in the semester.

### *Access & Confidentiality*

- Graduate assistants 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.
- Some Graduate assistants will assist in grading course material. This work should be completed accurately and timely in every circumstance.
- Graduate assistants may be given a copier code for completing assignments by their faculty/department head. Copiers are for COB business only and are not to be used for personal needs. Request access to the copier room by contacting the Thomas Arthur Graduate School of Business.
- No personal calls are to be made from a COB telephone.

### *Hours*

- Graduate assistants are expected to be in regular contact with their faculty/department head, either by email or phone.
- Graduate assistants can work any day of the week if required by their faculty/department head.
- Graduate assistants do not receive holiday pay, nor are they expected to take vacation.
- It is expected that Graduate assistants will work their full hourly assignment each week.
- Graduate assistants are required to make up hours that are missed during the semester.
- Employment begins on the first day of the semester and ends on the last day of finals. Graduate assistants are expected to work the entirety of their contract.
- All student employees, including graduate assistants, are limited to no more than 25 hours a week, unless special permission is granted.
- International Students are limited to 20 hours per week 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.

### *Eligibility & Terms of Employment*

- Students must be in good academic standing and have a 3.0 or higher cumulative graduate-level GPA 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.
- Students must be enrolled full-time as a graduate student 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.
- Graduate assistantships are not available to students who are pursuing a graduate certificate only. Admission to and enrollment in a graduate degree is required.
- Summer enrollment is not required to work as a graduate assistant for summer terms for those students who are continuing their full-time graduate studies in the upcoming fall semester. If a student is a new graduate student admitted in the summer, the student must be enrolled for the admission term. If a graduate student is taking summer classes, the student is not required to be registered full-time for the summer.
- 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.
- GA positions are not guaranteed for returning applicants. Factors in retaining a graduate assistant position for future semesters are performance evaluations, student course schedule, and funding availability.
- 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 Arthur Graduate School of Business Office from the graduate assistant’s ECU student email address.

### *Extraordinary Circumstances*

There may be occasions where extraordinary circumstances dictate deviation from the College of Business SOPs. Any departure from an SOP must be agreed upon by the employee, department head, and college administration as appropriate. Approval by the appropriate associate dean and/or dean may be required.

### *Noncompliance*

Noncompliance with any COB SOP is reported to the appropriate department head and the appropriate associate dean and/or dean.

### *General Nondiscrimination Statement*

East Carolina University is committed to equality of educational opportunities and does not discriminate against applicants, students, employees, or visitors based on race/ethnicity, color, creed, national origin, religion, sex, sexual orientation, age, veteran status, political affiliation, genetic information, or disability. Consistent with the policy of the State of North Carolina, ECU reaffirms that it has been, and

will continue to be, the policy of this university to be an equal opportunities employer. ECU's nondiscrimination policy covers admission, readmission, access to, and treatment and employment in university programs and activities, including, but not limited to, academic admissions, financial aid, any services, and employment.

#### Disclaimer

This College of Business SOP is secondary to and superseded by federal, state, and university policy and procedures.