

Date

Dear Candidate Name:

I am pleased to offer you an appointment as a \_\_\_\_ full-time or \_\_\_\_ part-time Graduate \_\_\_\_ Research \_\_\_\_ Teaching \_\_\_\_ General Assistant in the \_\_\_\_\_ (Department/Unit) beginning \_\_\_\_\_ (Term Year and ending \_\_\_\_\_ (Term Year). To hold a graduate assistantship, you must be a currently enrolled graduate student. You must render service to the university, college, or department to which you are assigned during the period of appointment. The responsibilities and expectations of your position are included with this letter.

As a graduate assistant, you will be required to execute your duties for an average of no more than 19.5 hours per week for nine (9) weeks during summer and/or fifteen (15) weeks in either fall or spring semester of your appointment period. In addition, you may not be employed in another position at Clayton State University.

You have been awarded either a full or 50% in-state tuition waiver. You are required to pay all mandatory student fees. If you are receiving a full in-state tuition waiver, you are also required to have student health insurance that meets the minimum standards set by the University System of Georgia. You will be billed for the mandatory health insurance fee at the time of registration unless an appropriate waiver documentation of health insurance has been presented to the School of Graduate Studies. You must have and maintain a minimum institutional GPA of 3.0 to retain your position.

Please indicate your acceptance of the offer by contacting your Assistantship Supervisor, \_\_\_\_\_, completing, and signing the agreement below.

## GRADUATE ASSISTANTSHIP AGREEMENT

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

You have been awarded a Graduate Assistantship to work in (Please check a box below.)

Teaching (GTA)     Research (GRA)     Assistant (GA)

Your Assistantship Supervisor is \_\_\_\_\_.

This graduate assistantship award is for the \_\_\_\_\_, for the term of:  
*(Name of Clayton State academic unit or other division)*

Beginning semester:  Fall     Spring     Summer of 20\_\_\_\_.

Ending semester:     Fall     Spring     Summer of 20\_\_\_\_.

To hold a graduate assistantship, you must be a currently enrolled graduate student. You must render service to the university, college, or department to which you are assigned during the period of the appointment. The responsibilities and expectations of your position are described on the "Graduate Assistantship Duties and Responsibilities" form.

Your service in execution of your duties is equivalent to an average of \_\_\_\_\_ hours per week (no more than 19.5 hours/week) for nine (9) weeks during summer or fifteen (15) weeks in either fall or spring semester of your appointment period or a maximum of \_\_\_\_\_ hours per term. In addition, you may not be employed in another position on the Clayton State University campus.

\_\_\_\_\_ 1. Your total stipend will be \$\_\_\_\_\_ at 0.5 FTE for the semester

Student  
Initials

\_\_\_\_\_ 2. You have been awarded a  Full, or  Partial (50%), tuition waiver.

Student  
Initials

\_\_\_\_\_ 3. You are required to pay all mandatory student fees.

Student  
Initials

\_\_\_\_\_ 4. You must have and maintain a minimum institutional GPA of 3.0 to retain your position.  
Student  
Initials

\_\_\_\_\_ 5. Graduate assistants receiving a full tuition waiver are required to have student health  
Student insurance that meets the minimum standards set by the University System of Georgia.  
Initials

Graduate assistants receiving a full tuition waiver as part of their graduate assistantship award are required to have student health insurance that meets the minimum standards set by the University System of Georgia. Students will be billed for the mandatory health insurance fee at the time of registration unless appropriate waiver documentation of health insurance has been presented to the School of Graduate Studies.

The payment of compensation provided for herein is contingent upon the continued availability of funds for personal services under the General Appropriations Act.

The Assistantship Supervisor will advise the Graduate Program Director, in writing, immediately if the GA fails to complete job requirements, and the Graduate Program Director will confer with the Academic Dean/Division Lead regarding termination of the GA contract. If termination is necessary, the Academic Dean/Division Lead must inform the School of Graduate Studies in writing. Compensation will cease upon termination, and the student may be required to reimburse the institution for tuition on a prorated basis.

\_\_\_\_\_  
Graduate Assistant's Signature Date

\_\_\_\_\_  
Hiring Manager's Signature Date

\_\_\_\_\_  
Graduate Program Director's Signature Date

\_\_\_\_\_  
Academic Dean/Division Lead's Signature Date

\_\_\_\_\_  
Dean, School of Graduate Studies' Signature Date