



WHO IS ELIGIBLE TO APPLY FOR ASSISTANTSHIPS?

Graduate assistantships are available to qualified entering students and returning students. The selection process takes place before and during the early stages of the academic term in both September and January. Occasionally, a newly admitted student will be promised a graduate assistantship as part of his or her financial aid package. In such a case, the student will be guaranteed a position, although the particular job may be determined until the summer or first week of classes.

International students may apply for graduate assistantships; however, those who have not previously lived in the United States, or for whom English is not their native language, usually need to complete one semester of study before being approved for an assistantship.

All graduate assistants must have a valid U.S. Social Security number in order to be paid for their work. International students may apply for an U.S. Social Security number to qualify for an assistantship.

WHAT SORTS OF ASSISTANTSHIPS ARE AVAILABLE?

Assistantships vary widely. They range from assisting faculty members with teaching, research, and/or administrative duties to working in one of the College's administrative offices, the film stockroom, the career center, etc. Some of the positions require previous experience or specialized knowledge, while others provide on-the-job training. Some students may direct their assistantships toward working with social service agencies.

HOW MANY HOURS MUST I WORK?

Full-time positions require 10-25 hours per week. **Under Federal regulation, a student can only work up to 25 hours/week on campus.** Between two or more jobs/assistantships, a student cannot work more than 25 hours/week.

HOW MUCH MAY I EARN?

Full-time assistantships provide a stipend of \$1,000-\$6,000 per semester.

WHAT DO I NEED TO DO ONCE I AM SELECTED FOR AN ASSISTANTSHIP?

Upon arrival at the University, contact your academic department administrator for instructions. You will be required to fill out a number of forms including: an assistantship contract, the U.S. Employment Eligibility Verification (I-9 Form), and Employee's Withholding Allowance Certificate (W-4 Form). Once these documents are complete, the payroll coordinator will authorize your employment. Students must submit a new assistantship contract at the beginning of each semester. Most positions continue for the full academic year, but new contracts need to be signed at the start of each semester. Some positions last for one semester only.