

GRADUATE ASSISTANTSHIP PROGRAM

Academic Year 2023-2024

Purpose and Overview

As part of our commitment to providing quality, affordable education, Kean University offers a Graduate Assistantship Program. Graduate Assistants support the University in teaching, research, and service missions while receiving financial assistance and enhanced educational and developmental opportunities. The Graduate Assistantship Program is designed to aid in the successful completion of the student's degree and to enhance career opportunities through applied professional experiences.

The Office of the Provost provides administrative oversight to ensure compliance with institutional policies and procedures and parity among all academic graduate assistants. The University awards approximately 80 partial or full graduate assistantships each year.

For further details, the [Graduate Assistantship Handbook](#) is available on the Academic Affairs website.

Types of Assistantships

The following types of assistantships are offered depending on the needs of the academic and academic support units within the university, available university funds, and the qualifications of the individual graduate student. In addition, Doctoral Assistantships are available to doctoral students, and are administered separately by the individual doctoral programs of the University.

Graduate Administrative Assistant (GAA) - A full-time graduate student who holds at least a bachelor's degree and is enrolled in a degree program leading to an advanced degree, working in any division of the University in roles that provide direct, substantive or sustained support for teaching or research initiatives, such as coordinating programs, organizing events, analyzing data, or supporting student services. These may include clinical or administrative duties but they must be inherently related to the student's graduate education and professional goals. Examples may include but are not limited to coordinating programs, organizing events, analyzing data, campus ambassador roles, support for special projects, peer mentoring, supporting student services, etc. GAA positions are not to be used for roles with primary responsibilities that are purely clerical or intended to provide routine secretarial, administrative or office staffing support.

Graduate Research Assistant (GRA) - A full-time graduate student who holds at least a bachelor's degree and is enrolled in a degree program leading to an advanced degree, who assists in conducting research of a scholarly nature typically under faculty

supervision. The work of a GRA may include but is not limited to developing specific research projects, theoretical analyses and modeling, gathering and analysis of data, literature review, library searches, curating of exhibitions, special or independent projects that require substantive research, externally funded projects that support GRA involvement, the production and/or publication of scholarly journals and research reports, and other examples.

Graduate Teaching Assistant (GTA) - A full-time graduate student who holds at least a bachelor's degree and is enrolled in a degree program leading to an advanced degree, who has instructional assignments in large-size or specialized courses, under the supervision of a faculty member who has ultimate responsibility for the course. Doctoral candidates are encouraged for these positions, which may be a requirement in certain assignments.

GTAs do not replace faculty in the classroom but enhance and permit instruction and instructional support to provide a higher quality educational experience than would be possible otherwise. GTAs benefit from developing teaching skills and a deeper understanding of the discipline by working closely under the supervision of an experienced faculty member. Responsibilities may include one or more of the following:

- Assist with classroom teaching (attending classes, taking notes, taking attendance, proctoring exams, tutoring undergraduate students, help to prepare lectures and discussion sessions), e-mail and other class correspondence, other duties as assigned.
- Coordinate or assist in instruction in laboratory courses, discussion, quiz or problems sessions, and writing experiences, etc.
- Meet with students or small groups, lead group discussions, and hold office hours for supporting instruction, mentoring, consultation etc. Depending on the nature of the teaching assistantship, GTAs are encouraged to hold office hours.
- Support in-classroom activities under the supervision of a faculty member.
- Lead discussion, recitation, tutorial, or supplemental sessions of courses that are taught by a faculty member.
- Special sessions and class meetings under the supervision of a faculty member.
- Administer colloquium programs or other special sessions.

Faculty/Administration Participation

Faculty or administrators seeking to participate in the program must complete a "Graduate Assistant Position Request" each year when the request for positions opens, using the online application. GTA requests are made by Deans or Associate Deans, in

conjunction with respective faculty. This includes:

- **Returning:** Students who had been previously granted an assistantship will be given preference to continue in the position for the next AY, as long as they meet credit requirements and the position is reflective of the current expectations of responsibilities. Return positions/assignments are not guaranteed.
- **Replacement:** Current student is graduating or not continuing in the position at the end of the current AY. Department/Supervisor must request the position to be reallocated to them for the next AY.
- **New:** Department/Supervisor is requesting a brand-new position to be allocated to them.

The application and review period and timeline will be announced early in the Spring semester. If an assistantship is allocated, the supervisor will be able to view all available candidates through a web portal shared by the Office of the Provost.

Review Committee - A review committee will evaluate position requests, determining if they are within scope, and providing a recommendation on funding and rank score, the “GA Position Review Committee”. GAA and GRA positions will be reviewed by subcommittees consisting of a faculty member from each college appointed by the college dean. GTA positions will be reviewed by a subcommittee appointed by the Provost.

Each application will be evaluated by the GA Position Review Committee on the following criteria:

- Nature of work
- Benefit to the student
- Common tasks required for position
- Knowledge, skills, and abilities
- Problem solving and decision-making skills required
- Required professional interactions with Kean University community
- Benefit/impact of position to the faculty, department, college and university
- Description of supervision provided to GAA/GRA/GTA
- Method of evaluation of student progress

The Graduate Assistantship program must positively impact a student’s career and should augment their academic studies with practical experience.

Student Participation

Student Eligibility - For candidates to be eligible for a Graduate Assistantship they must:

- Have a cumulative undergraduate GPA of 3.25 or better or have a cumulative graduate GPA of 3.5 at Kean after completing at least 9 credits in their program or have a GRE score in the 70th percentile or higher.
- Be accepted into a degree-granting program.
- Must apply online for an assistantship at the time of application to Kean; no paper applications will be accepted.

Application Process Candidates may apply for a Graduate Assistantship when they apply to a Kean University graduate program, or as a current Kean graduate student:

- Graduate program applicants seeking a graduate assistantship should complete the supplemental graduate assistantship page within the online admissions application.
- Current graduate students who want to be considered for a graduate assistantship position should apply through the following [link](#).
- Applicants for a graduate assistantship should apply by March 1 for priority consideration for an assistantship.

Appointments

Students are appointed for a full academic year (not including winter and summer sessions). Assistantship Workload and tuition waiver depend on the type and level of the position allocated.

- **Full-time GAA and GRA positions** – Students are required to work a minimum of 15 hours per week and no more than 20 hours a week when classes are in session, and receive payment for hours worked and a full tuition waiver.
- **Half-time GAA and GRA positions** - Students are required to work 7.5-10 hours per week when classes are in session, and receive payment for hours worked and a one-half tuition waiver.
- **Quarter-time GAA and GRA positions** – Students are required to work 3.75-5 hours per week when classes are in session, and receive payment for hours worked and a one quarter tuition waiver.
- **GTA Appointments** – For GTA appointments, 1/3 tuition remission, and a stipend of \$1,667 is provided for each course section taught.

Graduate assistantships (GA) begin in the Fall semester of the new academic year and continue through the end of the Spring semester. There is the possibility to work as a

student worker during the summer months, however, this is not guaranteed and is at the discretion of your supervisor and budgetary constraints. Summer GA positions do not cover summer tuition and fees. Doctoral assistantships cover tuition and fees for Fall, Spring and Summer.