

MISSOURI SOUTHERN

STATE UNIVERSITY

Graduate Assistantship Policies and Procedures

Compensation Model

Fall and Spring

Tuition Scholarship in-state, 6 hours	\$1,200
Tuition Scholarship non-res, 6 hours	\$2,000
Tuition Scholarship in-state, 9 hours	\$1,600
Tuition Scholarship non-res, 9 hours	\$2,500

Stipend \$3,600

Stipend \$1,800

Available Positions*

Academic Positions **3**

Athletic Positions **1**

Summer

Tuition Scholarship in-state, 3 hours	\$600
Tuition Scholarship non-res, 3 hours	\$1000
Tuition Scholarship in-state, 6 hours	\$1,200
Tuition Scholarship non-res, 6 hours	\$2,000

*Departments are eligible to hire a Graduate Assistant outside of the listed positions if the department abides by the same policies, procedures, and compensation model.

Application and Eligibility

Applying for GA position: To be eligible, a student must

1. Not be a full-time employee of the university.
2. Have completed a bachelor's degree
3. Be accepted into a MSSU graduate degree program as a degree-seeking student.
4. Have an undergraduate GPA of 2.7 or graduate GPA of 3.0 on a 4.0 scale.
5. The application for specific GA positions will be available on the website. When they are completed, they will be transmitted to the supervisor responsible for that position. Supervisors' names will not be shared with students.
6. International students who have not completed their primary and their secondary education in a nation or territory where English is the primary language must have completed one term of enrollment in a public institution of higher education in the state of Missouri and successfully completed the Speaking Proficiency English Assessment Test (SPEAK) before they can be appointed as a teaching assistant. An international student in their first term of study may apply for any other type of assistantship offered, so long as they meet the skills required to fulfill the job.

To maintain a GA position,

1. Graduate Assistants must be enrolled in a minimum of six graduate credit hours at MSSU to be eligible for an assistantship. For a summer assistantship, a GA must be enrolled in at least three graduate credit hours at MSSU.
 - a. Courses taken for undergraduate credit are not counted toward the minimum enrollment.
 - b. The recommended number of hours for Graduate Assistants positions is nine hours per regular semester. The maximum enrollment is set at twelve to allow for special situations in which the student needs to enroll in more than nine hours due to requirements for the student's degree program. However, students who enroll in twelve hours will receive the scholarship and stipend associated with nine hours.
 - c. Students who drop below 6 credit hours in a semester (except in summer) will no longer be eligible and will be removed from their GA position immediately.
2. Graduate Assistants are expected to maintain an overall 3.0 cumulative graduate GPA. Failure to exhibit the expected academic standards will result in automatic termination of the assistantship. If a student is placed on academic probation, their assistantship will be terminated. Graduate Assistants must also enroll in the minimum number of graduate credit hours each semester to maintain their assistantship.
3. Graduate assistants are expected to work 20 hours per week during their dates of employment and cannot exceed 20 hours per week.
 - According to the U.S. Department of Homeland Security, U.S. Immigration and Customs Enforcement, international students are limited to a maximum of 20 hours of work per week during the fall and spring semester while classes are in session.
 - If a Graduate Assistant feels at any time that their work responsibilities cannot be completed during the 20 hours, they should express their concerns with their

supervisor immediately to discuss alternative solutions. Working more than the 20-hour limit is not permissible. On no occasion should the Graduate Assistant's workload interfere with their academic study (missing classes/examinations).

4. Can have an assistantship position no more than four semesters, summers do not count.

Compensation

1. Graduate Assistants are eligible to receive a graduate scholarship and stipend. The scholarship is in the form of a waiver and the funds are not deposited into the GA's personal account. Instead, the student's bill is reduced by the amount of the scholarship awarded. If the maximum amount of the scholarship is not used, the remainder is not paid to the Graduate Assistant in cash and unused scholarship money cannot be carried over to another semester. The scholarship is applied to graduate-level courses only; courses taken for undergraduate credit are not eligible to be covered by the GA scholarship.
2. The stipend is paid to the GA via direct deposit. The compensation received as a GA must be reported as income when filing state and federal tax returns.

Monitoring and Reporting

Graduate Students will be monitored, evaluated, and recommended for continuance of their assistantship by their direct supervisor. Direct supervisors are the program coordinator of the graduate degree program of the college. Direct supervisors may also be a designee from the athletics department in the case of Graduate Assistants hired by athletics. Direct supervisors are responsible for the following:

- Crafting a job description specific to the needs of the department.
- Communicating work expectations for Graduate Assistants and assigning tasks.
- Monitoring and reporting Graduate Assistant working hours (digital form, sent to Graduate Director monthly).
- First line of communication between Graduate Assistants and Graduate Director
- Holding evaluation conferences each semester to determine continuance of assistantship, and communicating the results of that evaluation to Deans and the Graduate Director.

Graduate Students are responsible for initiating communication regarding their job duties with the Direct Supervisor they work with. It is the professional responsibility of the Graduate Assistant to ensure they are meeting their responsibilities and completing tasks. It is also the responsibility of the Graduate Assistant to complete their monthly time report and submit it to their Direct Supervisor.