



## **Graduate Assistant Requirements**

### **Department of Economics**

The Department of Economics offers several graduate assistantships each year. Graduate Assistants (GAs) are paid according to University rates for the academic year; in addition, they receive full tuition remission each term (the amount to be determined by the University at the beginning of each academic year by the University).

GAs are required to successfully complete at least nine credit hours each term toward a graduate (MA/MS) degree in Economics. They will work a maximum of 15 hours/week assisting faculty with teaching and research. Depending on qualifications, GAs may be assigned to tutoring undergraduate courses, proctoring exams, advise undergraduate students, staff the Econometrics Lab, or work with faculty members on research.

At the conclusion of each term, the Graduate Committee will review the performance of each GA to ensure that he/she has fulfilled University and Department of Economics requirements for maintaining the assistantship. Graduate Assistants are expected to:

- 1) Complete a minimum of nine credit hours of graduate coursework per term (this precludes incomplete courses, which will terminate the GAship)
- 2) Maintain a minimum 3.0 GPA, with no grades below B-
- 3) Satisfactorily perform all duties each term

The appointment of GAs may be terminated at any time due to unsatisfactory performance.

#### **For first year applicants applying for a Graduate Assistantship:**

On the online application, please indicate that you are applying for a Graduate Assistantship. You must upload a curriculum vitae or resume that includes a description of all relevant experience and qualifications. YOU MUST APPLY by February 1, 2016 to be considered for a Graduate Assistantship. This is a priority deadline. Applications received later will be considered if funding is available.

#### **For second year Graduate Assistantship applicants:**

Students need to submit a paper application available at Department's Graduate Program website at the link named "Graduate Assistant Instructions." Students need to have include two letters of recommendation from faculty members and can hand the form into the Office Coordinator.

A university-wide orientation for graduate assistants will be held in September.

**Summary:**

Teaching Assistant/Tutor/Lab Assistant: Several positions Available

Responsibilities: Assist faculty with teaching. Provide tutoring for undergraduate students when needed. Advise undergraduate students regarding economic courses and major/minor requirements. Assist in the running of the Economics Lab and in maintaining the lab server. Assist faculty with research projects, grading homework, supervising exams, and with departmental projects as needed. Report to Department Chair.

Compensation: All GAs will receive pay according to University rates, as well as a tuition waiver, providing they complete a minimum of 9 credit hours at the graduate level applicable toward the MA/MS degree in Economics.