

Document History

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Graduate Assistantships

Policy Statement

Southeastern employs graduate assistants (GAs) to provide financial assistance and enhanced educational and developmental opportunities for graduate students while supporting the University in its teaching, research, and service

This policy applies to all Southeastern graduate assistants.

Policy Procedure

Graduate Assistantships - Categories of Appointment (A) (C) (H) (T) (F) (W) (D) (S) (C) (T) (C) (S) (S)

Administrative Assistant (AA)

Administrative assistants perform assignments primarily of a clerical or supervisory nature. AAs are not exempt from the Fair Labor Standards act and must clock.

Terms of Appointment

All graduate assistants hold their appointments at the pleasure or will of the University.

1. The employment term of graduate assistants follows the University's academic calendar from the first week of freshman orientation through the week of final examinations for the fall, summer, and spring semesters.
2. Some budget units may require graduate assistants to work prior to or beyond the defined academic calendar. These will be clearly documented prior to the students' acceptance of the assistantships
3. All graduate assistants shall work an average of twenty (20) hours per week (Sunday through Saturday) for a total of 0.001 T

eligible for 36 consecutive months of employment. All timeframes are based on the start date of the initially awarded assistantship.