

Winona State University



Number: 3-10

Responsible Officer: Dean School of
Graduate Studies
Responsible Office: Academic Affairs

Title: Graduate Assistants

PURPOSE:

This policy defines the categories, and eligibility for graduate assistants.

DEFINITIONS:

A **Graduate Assistant** is a person who serves in a support role (assistantship) at a university, usually while completing post-graduate education. The individual typically assists professors with instructional responsibilities as teaching assistants or with academic research responsibilities as research assistants, aids coaches with an athletic team, or is employed by other university departments (such as housing or academic advising) in an entry-level capacity. These persons may be hired in graduate program areas as well as areas not offering a graduate program. Graduate Assistants may work in academic departments as well as other offices of the University.

Categories of Graduate Assistant:

- Graduate teaching assistants (GTA) serve an instructional role in a class or laboratory within a specific department, performing pedagogical (teaching) functions such as preparing lectures, conducting classes, student assignment evaluation, grading tests, holding student conferences, and assigning course grades.
- Graduate research assistants assume research-oriented responsibilities such as library research, computer programming and analysis, fieldwork, laboratory experiments, scientific investigations, writing and editing material, and averaging grades.
- Graduate staff assistants provide assistance to administrative staff or a specific department within the university by collecting, ordering, and interpreting various kinds of administrative data. A GSA may, for example, serve as an assistant athletic coach, assist at registration, help with departmental exhibitions, or work on various special projects. Additional activities may include attending seminars, doing library research, and organizing/facilitating conferences.

Eligibility:


- Must be admitted to a graduate program.
- Must maintain a 3.00 grade point average and 66.66% cumulative completion rate for all credits attempted.
- Must, at minimum, be registered for at least one (1) graduate course and a minimum of three (3) credits per semester of their assistantship.

Failure to either follow the position description provided by the hiring department or program, or adhere to all stated conditions, will result in termination of the graduate assistantship.

SIGNATURE, TITLE AND DATE OF APPROVAL

This policy needs to be signed by the appropriate officer (listed below) before it is considered approved.

Approved:



President

4-7-17

Date

Policy History:

Date of Adoption:

Date of Implementation:

Date & Subject of Revisions: 1/10/1992; 4/19/1996; 10/28/1999; 4/21/2008; 1/23/2017