



Graduate Assistant Posting and Hiring Proposal FAQs

1. Graduate Assistants position numbers are no longer one-to-one assigned. They are “pooled positions” process by noting the ORG of the unit.

- GS(ORG#)
- GR(ORG#)
- GT(ORG#)
- GC(ORG#)
- GG(ORG#)
- GF(ORG#)

2. What are the percentage of tuition benefit?

GA CLASSIFICATION	FULL	HALF
GA: Service Assistant	0%	0%
GA: Clinical Practice	70%	35%
GA: Faculty Support	70%	35%
GA: Doctoral Research Assistant	100%	50%
GA: Research Assistant	100%	50%
GA: Teacher	100%	50%

3. Can graduate assistants be hired for an entire year?

Graduate Assistants can be hired in back-to-back consecutive semesters (ex, fall and spring) for one posting, but are unable to be hired for entire calendar year. If you wish to continue with your GA, a new posting must be completed and approved.

4. Can an ending date be placed on the posting?

Graduate Assistant postings will be open until filled. Once you have completed your hiring, please email recruiting@marshall.edu and we will close your posting and mark it as filled. **Notifying us allows unsuccessful applicants to be notified a posting has been filled.**

5. What if the successful Graduate Assistant student candidate has declined the offer?

You can mark the hiring proposal as “Declined Offer.” You will create a new hiring proposal with the next candidate. If you do not have any more qualified candidates, please

email recruiting@marshall.edu with the banner position number or posting number and the posting can be reopened.

6. What if we have multiple Graduate Assistant positions with the same job description and requirements, do we have to post all those positions separately?

No, the posting can be created as *Graduate Assistant - # Positions Available*. You can use the same applicant pool for all positions you have available if the job description and requirements are the same. Multiple positions will not be approved if they are not indicated in the posting.

7. If I have chosen the students for my GA posting, how do I indicate that on the posting?

You will check the box that says that “I am requesting permission to waive a search” and list all the student names and MU ID numbers. Only those students may be hired from the posting. Checking this box will indicate to HR that the posting will be internal. We will send you a link to be shared with those students. Once they have applied, you will create the hiring proposal for each student.

8. Do you have to create a Hiring Proposal for each Graduate Student?

Yes. If you do not create a hiring proposal for each of your students, they will **not** receive their contract via email to sign for that semester. A workflow will **not** be created if you do not complete a Hiring Proposal, so their position information will not be entered into Banner.

The hiring proposals are **now created on just one posting** and multiple postings no longer needed to be created for each student. Once you have completed your hiring for your position(s), you will need to email recruiting@marshall.edu so we may mark the position as filled. This step will ensure applicants you did not select are moved to the appropriate workflow and notify those not selected they were not the chosen candidate.

9. How does my student get a Graduate Assistant Contract?

This is now a new process. The hiring Unit will now complete the contract in [Dynamic Forms](#). The hiring unit will receive a notification from PeopleAdmin to begin the form instead of the actual contract. Please fill out all required areas of the form. Any questions that arise please email: graduatestudies@marshall.edu.

Please note: if the GA contract has not been received by the Office of Graduate Studies, the Bursar is unable to apply the tuition waiver.

10. Where can I find examples or a guide on what to write in the job description/requirements for my Graduate Assistant posting?

You can find a general guideline on what to include in your posting in the “*Creating a Graduate Assistant Job Posting*” instructions. The instructions can be found on the [PeopleAdmin Resources](#) page under “*Creating a Graduate Assistant Job Posting.*”

11. What are the requirements for obtaining a part-time or full-time GA role?

Full-time GA’ must be enrolled in 9 credit hours and must have a GPA of 3.0.

Part-time GA’s must be enrolled in 6 credit hours and must have a GPA of 3.0.

Please see summer and last semester requirements below

In the summer, it is enough to have 6 credit hours for a full-time GA or 3 hours for a part-time GA.

Students in their last semester only need to take the credit hours required for graduation.

12. What if I have a student that wishes to have two jobs on campus?

Your student will need to complete a [Second Paid Position Request Form](#) and obtain approval before they may be hired as a GA. A student cannot be approved for more than 29 hours of total work across all employment types at the university.

13. How should we handle the situation where a student has “job hopped”?

If the student has accepted then declined later, you should complete a [termination PAF](#) for that student in your department. You can then move on to your next selection in the applicant pool and complete a new hiring proposal or you can repost the position to accept new applicants. Please contact recruiting@marshall.edu with any questions that may arise.

14. What if my GA ends their employment early before the contract end date on the hiring proposal?

You will need to complete a [termination PAF](#) to terminate their employment as soon as you are notified of the student leaving your employment. Please also notify the Office of Graduate Studies (graduatestudies@marshall.edu) so they can make necessary revisions.

15. What if my GA position is a Financial Aid qualifying position?

A small number of GA positions have historically been funded through Federal Work Study. These positions will not be posted in PeopleAdmin. The students must be employed using the regular process for hiring Federal Work Study students. An email should be sent from the program to the Graduate Studies office (graduatestudies@marshall.edu) each term with the student names and MUID numbers. The Graduate Studies office will verify the positions are on the list of allocated tuition benefits and then apply the tuition benefit for each student through the Bursar's office.

16. Do student assistant positions get posted on PeopleAdmin, (such as Student Hourly positions with the prefix SHxxx)?

No, student assistant positions do not get posted in PeopleAdmin. PeopleAdmin will only post Graduate Assistant positions with the prefix Gxxxxx.

17. What if my MU GA position is *paid by MU but reimbursed by MURC*, how do I note this in the posting?

- You will use the position number as the prefix and your state-side org number. If you do not have a state org, please email us at recruiting@marshall.edu.
- If your position is MURC funded, you will need to select the MURC GA for the next step in your workflow instead of the Graduate Office.
- The Organization Unit to select will need to be the org they are working in.
- For the Budget Information, the Fund and Org to list is 159504/9195 (SOM) or 119304/2195 (MU) at 100%. The MURC grant fund/org numbers are listed as an additional funding line but at 0%.

18. What is the policy for distance GA's?

If a student has the “distance” tuition status, they are eligible to hold on-campus or off-campus GA positions as long as they can work at the location required by the unit (in-person or remotely), they can perform the duties required for the job, and the unit can supervise them effectively.

19. I need to create a new Graduate Assistant posting, what is the process?

Please send an email to graduatestudies@marshall.edu requesting a new graduate assistant. Please include a copy of the job description and the funding information to be used. Once the position has been classified and approved, you may enter the posting into People Admin. Instructions can be found on the [People Admin Resources Page](#).

20. I need to hire another GA; however, I am at my allotted amount. What is the process for approval?

Before a department enters a new posting into the People Admin system, it must be approved by the Office of Graduate Studies. Email graduatestudies@marshall.edu and include the additional funding source for the requested position(s). Postings entered without prior approval are unable to move forward.

21. May a full-time employee serve as a GA?

Marshall University or MURC employees cannot serve as a GA. If the employee has successfully completed their probationary period, they may be eligible for a waiver through [Classified Staff Council](#).