

Process for Hiring School of Business Graduate Assistants

Hiring Process

The dean’s office will post a single GRA/GTA recruitment on Handshake, which will generate a pool of students interested in obtaining a Graduate Assistantship for the academic year. Applicant resumes and cover letters will be saved on the server in the bus.gragtapool folder.

Applicants are organized into two folders: School of Business students and non-School of Business students. The applicants are then further organized by their area of concentration. School of Business students should be given first preference. Faculty are responsible to conduct “interviews” and select candidates for their GA allocation(s). Once a student is selected, they should notify the HR Specialist in the Dean’s office. Once the HR Specialist has confirmed the students meet the Provost’s eligibility requirements (see below), they will be issued an offer letter. The HR Specialist will notify the faculty member if their selected student does not meet the requirements.

If faculty wish to *cash out* they should make a request to their Area Chair. All approved cash out requests will be forwarded to the Dean for final approval. Cash outs are limited in order to maintain a thriving GA program and amounts are contingent upon the available budget for the upcoming academic year. All cashouts are for the entire academic year – semester-only cash outs are prohibited.

Paperwork and Guidelines

The HR Specialist will assemble all GA contracts and work with central HR as well as the Office of International Programs to coordinate all hires. Students will be asked to return their signed contracts and to complete the required hiring paperwork prior to the first day of the fall semester. The student’s positions will also not be entered into Mason’s Banner system until their contracts have been signed and returned to the HR Specialist. Students are also expected to independently complete all tax and miscellaneous forms (I9, W-2, work visas, etc.) *prior* to beginning their appointment.

In order to be an eligible candidate for hire, students must maintain a minimum of 3.0 GPA and be enrolled in at least 6 credits (if working 20 total hours) or 9 credits (if working fewer than 20 total hours). Students who need fewer than 6 or 9 credits to graduate are exempt. Students are only eligible to work a maximum of 20 hours per week. Once a student has reached the 20 hour threshold, they are removed from the applicant pool.

GA Stipend and Tuition Waiver Rates

The below table reflects this year’s stipend rates and the Fall 2021 tuition waiver rates:

Graduate Assistantship Rate Tables AY 2021-2022

Stipend

Hours Per Week	Rate for Year (8/25 to 5/24)	Rate for Semester (8/25 to 1/9 or 1/10 to 5/24)
5	\$4,200.00	\$2,100.00
10	\$8,400.00	\$4,200.00
15	\$12,600.00	\$6,300.00
20	\$16,800.00	\$8,400.00

Tuition Waiver

Student Department	5 Hours	10 Hours	15 Hours	20 Hours
School of Business Student	\$1,500.00	\$3,000.00	\$4,500.00	\$6,000.00
Non-School of Business Student	\$1,200.00	\$2,400.00	\$3,600.00	\$4,800.00

School of Business students receive a slightly higher tuition waiver rate than non-School of Business students due to premium tuition costs. Similar to stipends, tuition waivers will also be pro-rated according to the number of hours worked.

Additional Notes

- All GRA hires are for a full academic year (Fall 2021 and Spring 2022) unless the student is graduating early, or has another matter that prevents them from accepting a full-year commitment.
- All non-CORE support GTA hires are semester-only to accurately reflect the exact course and instructor in which the students are assigned.
- Tuition waiver amounts may change between semesters. All students who made year-long commitments will be notified of the Spring 2022 tuition waiver announcement before tuition is due.
- All hires should tentatively be completed no later than August 20, 2021.