

POSSIBLE ASSISTANTSHIP POSITIONS

Administrative Assistantships

- Academic Advisement
- Academic Support Center
- Alumni Relations
- Athletics
- Campus Ministry
- Career Center
- Community Service
- Conferences and Special Events
- Counseling and Psychological Services
- Curriculum Library
- Diversity Office of the President
- Educational Technology Services
- Esther Massry Gallery
- Global and Domestic Studies
- Government and Community Affairs
- Graduate Admissions
- Human Resources
- iLead - Office of Intercultural Leadership
- Institutional Advancement
- Institutional Research
- Knight Club
- Neil Hellman Library and Archives
- Parent and Family Relations
- Provost's Office
- Residence Life:
- Services for Students with Disabilities
- Student Affairs
- Student Life
- Undergraduate Admissions
- Writing Center

Academic Assistantships: reporting to Faculty members

- American Studies
- Art
- Art/Graphics
- Art History
- Biology
- School of Business
- Communication Sciences and Disorders
- Computer Information Systems
- Communications
- Counseling and College Student Services Administration
- Center for Citizenship, Race, and Ethnicity Studies (CREST)
- Educational Leadership & Administration
- Earth Science
- School of Education
- Educational Leadership and Administration
- Educational Psychology
- English
- Foreign Languages
- Help Yourself Academy
- History/Political Science
- Institute for Community Research & Training
- Literacy and Special Education
- School of Mathematics and Sciences
- Mathematics
- Music
- Physical Education
- Project ASPIRE
- Provisions Teaching and Learning Series
- Psychology
- School Psychology
- Science Education
- Sociology
- Social Work
- Women's Studies

The College of Saint Rose

Office of Graduate Admissions &
Continuing Education
432 Western Avenue
Albany, New York 12203
grad@strose.edu
Phone (518) 454-5143
Fax (518) 458-5479
www.strose.edu/grad

The College of Saint Rose



Graduate Assistantship Program Policies, Procedures & Guidelines

www.strose.edu/grad



Graduate Assistantship Program



THE BASICS

- The Graduate Assistantship (GA) Program offers a tuition grant of \$3,200 each semester, in return for 150 hours of service to the College per semester.
- Assistantships are awarded for a full academic year (August - May)
- In order to be eligible, students must:
 - be unconditionally admitted to a master's degree at The College of Saint Rose,
 - be enrolled full-time (at least 9 graduate credits),
 - maintain a minimum overall GPA of 3.0; and
 - successfully complete 9 graduate credits a semester
 - have at least 12 graduate level credits remaining in their program
 - not be registered for full-time student teaching, internship, practicum, or field placement, during the term of position
 - not have accepted other institutional aid or tuition benefit (i.e. Scholarships, Dean's Award, employee tuition remission, etc.)



WHAT IS A GRADUATE ASSISTANTSHIP?

Approximately **100** graduate assistantship (GA) positions are sponsored by The College of Saint Rose each academic year in an effort to provide qualified graduate students with opportunities to augment their educational experiences with meaningful professional activities through engagement with faculty and administrators. The selection process is competitively-based and may include an interview.

GA Perspective

Benjamin Lamb '11

"Never in my wildest dreams did I imagine getting all the great opportunities I had during my two years as a GA in the Career Center. If I were to go back in time and meet myself as I pondered whether or not to accept it, I can assure you that the answer would be **"Yes" a million times over.**"

THE DETAILS

- The grant is applied directly to your student account once your time sheet has been handed in at the end of the semester.
- GA positions provide benefit to the educational experience, may not be purely clerical in nature, and may not include teaching courses or labs. Supervisors range from faculty members to mid or upper-level administrators.
- All Graduate Assistants are required to attend an orientation session at the beginning of the Fall semester, where the GA Coordinator and other administrators will review program guidelines. New GAs will also read and sign an acknowledgement of the Family Educational Rights and Privacy Act (FERPA).

THE FINE PRINT

- The Graduate Assistantship (GA) Program is administered by the Office of Graduate Admissions, 919 Madison Avenue. For administrative matters, contact the GA Coordinator in Graduate Admissions.
- Graduate Assistants report directly to an assigned faculty or administrative supervisor. Questions about duties should be directed to the supervisor.
- Graduate Assistants must meet the performance expectations of their supervisors.
- Graduate Assistants receive a tuition grant, which is applied to the student account in the fall and spring semesters. This grant will initially appear as pending credit, and will be disbursed to the account at the end of each semester, after on-time submission of the timesheet.
 - The tuition grant will not be disbursed until completion of the required 150 hours is verified through a supervisor approved timesheet.
 - In the unusual event that an assistant cannot complete a minimum of 150 hours during a semester due to extraordinary circumstances including dismissal, the assistantship award will be pro-rated based on the number of hours reported on the timesheet. (Any unpaid charges on the student's account will be in arrears and subject to late fees and records holds.)
- Graduate Assistants should plan their time based on supervisor requirements, the established schedule, and required hours.
- The award of a Graduate Assistantship may impact (decrease) financial aid packages. Students may confer with Financial Aid office staff to discuss their individual circumstances prior to accepting the offer of a graduate assistantship.

GA Perspective

Faith Enemark '12

My graduate assistantship in The Office of Parent & Family Relations has been an invaluable aspect of my graduate education. I was able to apply classroom theories and ideas to real life work with students, parents, and colleagues. I will leave Saint Rose with more than my degree. I will graduate with years of experience working on a college campus, new friendships, and a professional network. I would recommend that all graduate students apply for graduate assistant positions.



APPLY

The application is available on our website:
www.strose.edu/gradassistance



QUESTIONS?

Give us a call at
(518) 454-5143,
E-mail us at
grad@strose.edu,
Visit our website at
www.strose.edu/grad;
or stop in!
Our office is located at:
919 Madison Avenue
Albany, New York 12203