



Budgeting to Hire Graduate Students

Purpose: To define the different types of graduate student employment available and summarize the criteria, budget considerations, requirements and processes for hiring into each type of position.

A graduate student may be hired either as an hourly student worker or as a Graduate Assistant. Which mechanism is appropriate depends on the sort of work and supervision the position entails. Graduate students working during summer should be hired as hourly student workers.

	<u>Graduate Assistant</u>	<u>Student Worker</u>
<i>Type of Pay</i>	Monthly	Bi-weekly
<i>Amount of Pay</i>	\$12,183.50/9-month salary*	Hourly rate
<i>Hours Worked</i>	20 hours/week	Follow student guidelines (see payroll schedule here)
<i>Hiring Paperwork</i>	Contract from Office of Graduate Studies	Managed by Student Employment in Financial Aid Office; department completes PA form
<i>Benefits</i>	Comprehensive Health Insurance Plan (47% fringe benefit rate)	No benefits (4% fringe benefit rate)
<i>Source of Funding</i>	Graduate Assistantships can be funded either through the Provost's Office, through external sponsored funds, or with departmental or college sources	Student worker costs can be budgeted from a variety of sources including external sponsored funds
<i>Tuition</i>	Some external grants will allow graduate assistant tuition costs, depending on sponsor and budget limitations. Graduate assistantships through the Provost's Office provide salary and benefits only; however, these positions also confer in-state status for tuition. Check with individual department/college to determine what a specific assistantship covers. Graduate tuition costs can be found here .	No tuition costs covered
*Current salary as of 07/01/2020 not including fringe; anticipate a 2% raise in January 2021.		



Graduate Assistant is a title used primarily in the university cluster institutions to designate a graduate student who has been assigned responsibilities in an instructional department. Graduate Assistants can be *Program/Project Assistants*, *Research Assistants*, or *Teaching Assistants*. The descriptions of these positions are distinct, but they all operate under the same basic employment contract as described in the chart above.

- **Program/Project Assistant:** Program assistant or project assistant means a graduate student enrolled in the University of Wisconsin system who is assigned to conduct research, training, administrative responsibilities or other academic or academic support projects or programs, except regular preparation of instructional materials for courses or manual or clerical assignments, under the supervision of a member of the faculty or academic staff, as defined in s. 36.05(1) or (8), primarily for the benefit of the university, faculty or academic staff supervisor or a granting agency. Project assistant or program assistant does not include a graduate student who does work which is primarily for the benefit of the student's own learning and research and which is independent or self-directed.

Example: Project-related assignments such as coordinating programs, organizing events, analyzing data, or supporting student services

- **Research Assistant:** A research assistant is a graduate student working towards a Master's or Ph.D. degree. In using this title, the appointing department is certifying that the appointee is a candidate for a Master's or Ph.D. degree and that the work performed is primarily to further the education and training of the student. The degree of supervision is limited to that which customarily exists between a teacher and student. The appointment is normally for half-time or less, and the appointee is required to register for a full load of graduate courses and research. Research assistant stipends are established annually on an institution-wide basis.

Example: Research under the guidance of a faculty member

- **Teaching Assistant:** Teaching Assistant means a graduate student enrolled in the University of Wisconsin system who is regularly assigned teaching and related responsibilities, other than manual or clerical responsibilities, under the supervision of a member of the faculty.

Example: Instructional positions that include such duties as lecturing, grading papers, supervising laboratories, leading discussion sections, or developing course curriculum



Budgeting for a Graduate Assistant

All graduate assistantships are 9-month, 50% time positions managed by the Office of Graduate Study. The salary for these positions is currently \$12,183.50 plus fringe benefits (as of July 1, 2020). Graduate Assistants work no more than 20 hours/week on a 9-month contract and must comply with the below UWGB policy:

- fully admitted to the graduate program
- enrolled for a minimum of six credits of course work each semester and no fewer than 15 credits during the entire academic year
- maintain at least a 3.0 grade point average for graduate courses

Health insurance: Graduate Assistants receive benefits during their 9-month contracts. Like 9-month faculty appointments, graduate appointments that are expected to continue following a summer hiatus will retain health coverage through the summer. Benefits for appointments that are not expected to continue in the fall semester will terminate at the end of the spring semester, even if the student is hired on a student worker contract for the summer. Summer fringe benefits for assistants continuing appointments are supported by the cost pool and should *not* be included in sponsored project budgets at the graduate assistant rate of 47% but should be budgeted at the student worker rate of 4%.

Summer appointments: Students with 9-month Graduate Assistantships may also be hired in the summers as student workers. These contracts are additive, so a continuing Graduate Assistant may be paid for hours worked during the summer while receiving summer benefits from the continuing 9-month contracts.

Tuition remission: Assistantships funded by the Provost's Office provide assistants with in-state tuition status but do not pay or waive tuition. Graduate Assistantships funded in other ways may, optionally, include tuition remission. While positions funded through the Provost's Office do not include tuition, some external sponsors allow these costs and a PI may choose to include them when developing a grant proposal budget.

Budgeting for a Student Worker

Student workers are budgeted at an hourly rate with a fringe benefit rate of 4%. Both undergraduate and graduate students may be hired as student workers throughout the calendar year. An hourly graduate student position would normally entail a lower expectation of independent or self-guided work than an assistantship position. However, all graduate students employed during summers must be hired as hourly workers. The [Student Employment Handbook](#) gives hourly pay ranges for various student job levels.



Graduate Student Employment Proposal Submission Checklist

What position(s) are you requesting?

- ☐ Project/Program Assistant
- ☐ Research Assistant
- ☐ Teaching Assistant
- ☐ Student Worker (hourly)

☐ Provide an in-depth description of the duties each graduate student will hold
Please attach position description(s)

☐ Tuition remission included? \$ _____

☐ Salary and Fringe benefit rate calculation (monthly, total cost, account for raises)

Graduate Assistant(s):

of positions × \$12,183.50 per academic year + 47% fringe benefits = \$ _____

Student Worker(s):

hourly pay × # of hours + 4% fringe benefits = \$ _____

☐ Submit Assistantship position description to Office of Graduate Studies for review

☐ Submit all above to Office of Grants and Research for review