Human Resource Services

Graduate Assistant Postings FAQs

1. ***Can Graduate Assistant Hiring Proposals cross Fiscal Year?***

    Graduate Assistant Positions cannot cross fiscal year per Payroll. You will need to create multiple hiring proposals for your Graduate Assistant positions that will cross fiscal year during Summer sessions. You will create one with the end date of June 30 then create a new one with the start date July 1.

2. ***Graduate Assistants position numbers are no longer one-to-one assigned. They have been reverted back to the "pooled positions" process by noting the ORG of the unit***

<div align="center">

GS(ORG#)

GR(ORG#)

SG(ORG#) – Summer Teaching <u>funded centrally.</u>

GT(ORG#)

GC(ORG#)

GG(ORG#)

GF(ORG#)

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3. ***Can the posting be removed earlier than the 30 days?***

    Yes, the posting can be removed earlier than the 30 days of default time. In example, if a successful Graduate Assistant student candidate was selected prior to the close date. You will create the hiring proposal to begin the process of closing the posting.

4. ***Can the posting be extended further than the 30 days?***

    Yes, the posting can be extended for more than 30 days if the candidate pool does not produce any qualified applicants.

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, you can repost the position to accept more applicants.

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

7. 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 their email to sign for that semester. And an electronic EPAF 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 are no longer need to be created for each student. Once you have completed your hiring for your position(s), you will need to select the "Hiring Completed" on the GA posting. You can see the instructions on the PeopleAdmin Resources page to help guide you on this step. This will move your applicants you did not select to the appropriate workflow and notify those not selected they were not the chosen candidate.

8. If I am located off campus, will the Graduate Office accept an emailed scan of the original contract?

Yes, the Graduate Office will accept an emailed *colored* scanned copy of the contract.

9. What information do I need if this is a Graduate Assistant – Teacher position?

You will need job description and requirements. In addition, you will need the course number that the student will be teaching for Academic Affairs.

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 on Page 3. The instructions can be found on the PeopleAdmin Resources page under "*Creating a Graduate Assistant Job Posting*."

11. What do we do for students who will work consecutively for the department in the Fall semester, Spring semester and/or Summer sessions?

After the initial round, you will create a new posting for the next year/semester and have your students reapply to the new posting. This will create a new contract for the student to sign for the upcoming semester and generate a new electronic EPAF to be entered into Banner. This will help create a more efficient process and help with any changes the student may have between the semesters, such as residency status.

12. Will "provisional" graduate students be allowed to obtain a Graduate Assistant position?

Yes, but this is at the discretion of the Graduate Office for approval. You will need to contact Jan Parker in the Graduate Office when getting ready to submit your hiring proposal.

13. What if my student will essentially be in two positions?

Your student will need to apply for both positions and a hiring proposal be created for both. This will create a contract for the student to sign and generate a new electronic EPAF to be entered into Banner for each position.

14. How should we handle the situation where a student has "job hopped"?
If the student has accepted then declined later in the semester, 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.

15. 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.

16. If your position is a GA position but it is not going to receive a waiver. Do I do anything different?
Yes, you do **not** have to complete a hiring proposal on PeopleAdmin as this does not need to go through the Graduate Office. You will still need to mark them as "Proposed Hire" then once they accept mark the student has "Hired." Then a **PAPER** PAF will need to be completed to hire your student.

17. What if my GA position is a Financial Aid qualifying position?
You will need to follow the normal hiring process. These positions will not be posted on PeopleAdmin.

18. 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 then the ORG of 2195, i.e. – GS2195, GF2195, GC2195, etc.
- 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. ***Do I need to indicate what Summer Session my GA will be working? If so, how do I indicate this in the posting?***

  Yes, you do need to indicate what summer session your GA will be working. You can indicate it by placing the information into the job description field.

19. *What if my student is not paid through the state and/or does not receive a tuition waiver?*

  If your student is not paid by the state and/or does not receive a tuition waiver, you do not need to complete a hiring proposal through PeopleAdmin. You will need to complete the paper contract provided by the Graduate Office.