

MORAVIAN UNIVERSITY

Administrative Graduate Assistantships Policy & Procedures

I. PURPOSE

This policy and procedures outline Graduate Assistant positions at Moravian University. Graduate Assistants have supported various academic and administrative offices at Moravian University. Graduate Assistantships are intended to address talent acquisition concerns amid a difficult recruitment market while creating an opportunity for high-performing scholars. Further, this program is designed to increase the diversity of our student body by providing financial assistance and increasing access to students who may not otherwise have the means to pay to continue their education.

II. DEFINITIONS

A. Graduate Assistant (Administrative). A graduate student is employed to assist faculty or staff members with administrative functions within a University department who is not performing research or teaching responsibilities. IRS Tax Code, U.S. Code 26, § 127 provides that students hired as the GAs can receive non-taxed tuition remission of \$5,250 per calendar year; amounts over \$5,250 per calendar year are taxable.

III. POLICY

A. Administrative Graduate Assistants

1. Eligibility. To be considered for an Administrative Graduate Assistant position, a student must:

- a. Be accepted into an eligible graduate degree program;
- b. Possess the necessary qualifications and experience for the position;
- c. Be in good academic standing, which aligns with the Moravian University graduate tuition remission policy and is tracked by the Office of the Provost; and
- d. Be enrolled in a minimum of two (2) courses per semester up to a maximum of six (6) courses per year.

2. Program Eligibility. Students enrolled or planning to enroll in the following programs are not eligible for an Administrative Graduate Assistant position unless granted an exception by the President's Cabinet¹:

- a. Rehabilitation Science programs.
- b. Any program in which a student would take an undergraduate course, including all Degree Completion programs, RN to BSN, and the Accelerated Post-Baccalaureate Bachelor of Science in Nursing (ABSN).
- c. The Master of Fine Arts in Performance Creation.
- d. Graduate programs offered through the Moravian Theological Seminary and

¹ The hiring supervisor is responsible for submitting a request to their area Vice President so that it may be brought forward to the President's Cabinet for review and approval, if appropriate.

Lancaster
Theological Seminary.

3. Compensation.

a. **Wages.** Administrative Graduate Assistants will be compensated at a minimum rate of \$10.00/hour. Any amount above \$10.00/hour is subject to review and approval by Human Resources.

b. **Tuition Remission Eligibility.** Administrative Graduate Assistants are eligible to receive tuition remission for up to six (6) graduate-level courses per academic year (comprising fall, spring, and summer terms). To qualify for the full annual tuition remission benefit, they must be employed in an eligible assistantship role for a **minimum of 30 weeks** during that academic year.

c. **Impact of Termination or Early Departure.** If an Administrative Graduate Assistant's employment is terminated mid-term or they voluntarily separate from their position, they remain eligible to receive tuition remission for any course(s) already underway during that academic term. In addition, they may remain eligible for tuition remission for future terms within the same academic year if they have already completed at least 30 weeks of employment before separation. Otherwise, they will not be eligible for tuition remission for future academic terms following the termination or departure.

4. Work Schedule. Administrative Graduate Assistants may have a maximum of nineteen (19) hours per week and forty-nine (49) weeks of employment throughout an academic year (Fall, Spring, Summer). This schedule does not include University holidays.

Graduate Assistants may not exceed a combined total of 19 hours per week for all on-campus employment. This includes hours worked in any capacity, such as graduate assistantships, work study, or other campus roles.

IV. PROCEDURES FOR SUPERVISORS

A. Graduate Assistant (Administrative).

1. **Job Description.** The department head should have a developed job description that details the administrative responsibilities for the position. [Here is a sample job description from the Office of Graduate & Continuing Studies.](#)
2. **Tuition waiver approval.** The tuition expense may be waived at the Departmental level with written approval by President's Cabinet. Revenue from expense-waived students will not be included in Enrollment - Finance reporting.
3. **Posting the position.** Following approval by the President's Cabinet to waive the cost of tuition, the department head will work with the University HR office to post the position.
4. **Search Process and Coordination With Admissions.** The department head will communicate with the Office of Graduate & Continuing Studies to confirm the admissibility and application status of applicants *prior* to inviting them to interview. Admission criteria for the program are also available on individual program pages on the University website. The department head should also follow the [recruiting & onboarding process](#) outlined by the Office of Human Resources.
5. **Offering a position.** Each department is encouraged to work alongside the Office of Graduate & Continuing Studies and Human Resources to facilitate a smooth onboarding process from a student and employee perspective. Every letter should include an advisement of these policies and procedures.

6. **Workload.** Supervisors are responsible for ensuring administrative graduate assistants do not work more than the weekly maximum and are required to keep a record of the number of hours worked. Exceptions to this may be entertained by President's Cabinet or their appropriate designee.
7. **Evaluation.** Graduate students should be evaluated on at least a quarterly basis and be based on the performance of duties specified in offer letters and hiring forms. Failure to perform to expectations may be grounds for termination of the administrative graduate assistantship.