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. Graduate Assistant (Administrative).
1. **Eligibility.** To be considered for an administrative graduate assistant position, a student must meet the following eligibility requirements:
   a. Accepted into an eligible graduate degree program.
   b. Possess the necessary qualifications and experience for the position.
   c. Be in good academic standing and maintain a 3.0 GPA. This requirement aligns with the Moravian University graduate tuition remission policy and is tracked by the Office of the Provost.
   d. Enrolled in a minimum of 2 courses per semester up to a maximum of 6 courses per year.
      i. The student must pay for any additional courses the student wishes to take.
2. **Program Eligibility.** Students enrolled or planning to enroll in the following programs would be ineligible for an administrative graduate assistant position unless granted special approval by the President's Cabinet:
   a. Any of the Rehabilitation Science programs.
   b. Any program in which a student would take an undergraduate course. This includes all Degree Completion programs, RN to BSN, and the Accelerated Post-Baccalaureate Bachelor's of Science in Nursing (ABSN).
   c. The Master of Fine Arts in Performance Creation.

d. Graduate programs offered through the Moravian Seminary & Lancaster Theological Seminary.
3. **Compensation.**
   a. **Wages.** At the time of the last modified date indicated in this policy document, the hourly rate is recommended at a minimum of $10.00/hr. This rate can be revisited pending new legislation that addresses this compensation structure. All State and Federal payroll taxes must be paid and matched where applicable.
   b. **Tuition**. With written approval by the President's Cabinet, Administrative graduate assistants may be provided with waived tuition for up to 6 courses over an academic year.
4. **Work Schedule.** Administrative Graduate Assistants should have a maximum of 19 hours per week and have 49 weeks of employment throughout an academic year (Fall, Spring, Summer). This schedule does not include University holidays. Graduate students may not exceed the appropriate hours.

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.

Approved: