# Department of English Graduate Assistantship

# Position Description

(Updated fall 2021)

## Purpose of Position

This Graduate Assistantship exists primarily to support General Education writing courses in the Department’s Writing Program. Graduate Assistants, then, are most commonly assigned responsibilities that support Writing Program & Center (WPC) courses and initiatives.

## Duties

Graduate Assistants (GA) are hired on a part-time basis for 20 weekly (40 biweekly) hours to support a variety of activities each semester, as well as projects singular to a particular semester or academic year. Generally, GAs are assigned FIVE (5) weekly hours of walk-in support and THREE to FIVE (3-5) weekly hours of graduate student writing support in the Writing Center. GAs schedule these EIGHT to TEN (8-10) hours at the start of the semester in consultation with the Director of the Writing Center, who will ensure that these scheduled hours do not conflict with each GA’s course schedule and academic responsibilities.

Beyond these scheduled hours, GAs are also assigned a variety of responsibilities across the semester/academic year to support WPC activities and initiatives. These include, but are not limited, to course content and workshop development and facilitation to staffing and tabling WPC events, to participating in assessing student writing for various courses and program assessments.

## Teaching Assistants

GAs who have earned EIGHTEEN (18) or more credit hours in the English MA program are able to be assigned to a first year writing course (i.e., ENC1101 or ENC1143) as the instructor of record while working hand in hand with the WPC faculty to develop and teach their course. Historically, this opportunity has taken place during a GA’s final semester after they’ve completed a variety of coursework and WPC professional development. In relation to the above-stated duties, Teaching Assistant roles occupy approximately 10 weekly hours of the GA assignment and serve as the “Other projects or duties as assigned” in addition to the walk-in and graduate student support hours.

## Compensation

First-year GAs are offered paid a stipend of $5,000 per semester, or $10,000 across the fall and spring semesters; no summer work is offered at this time. Contingent on continued state funding, second-year GAs are invited back with a stipend of $6,250 per semester, or $12,500 across the fall and spring semester; no summer work is offered at this time. However, recently graduated GAs often take up a part-time faculty teaching position over the summer terms as a bridge to their next steps.

GAs also receive a tuition waiver as part of their compensation. Currently, this waiver is set to cover 100% of a GA’s tuition expenses **but excludes student fees**.

## Enrollment Requirements

Graduate Assistants are required to enroll as a full-time student for NINE (9) credit hours each semester they are employed as a GA. Exceptions are possible but usually limited to circumstances in which a GA needs fewer hours to graduate in a final semester.

## Professional Development

As part of the assistantship, the Department of English and the Writing Program & Center support each GA’s ambitions and ongoing development. Each GA arrives with a different set of goals, so we ask GAs to collaborate with us to discuss what choices and which paths might be a good fit for them, from the academic to the alt-academic.