Procedures for Hiring a Graduate Student on Assistantship:

Graduate Research Assistant (GRA)

Graduate research assistants are graduate students conducting academically significant research under the direction of a faculty member, who is generally a principal investigator on an external grant or contract. Graduate Research Assistantships are awarded by departments and professors who are engaged in research projects. Since GRAs are often funded by sponsored research grants, they may be paid at a higher stipend level than GAs or GTAs.

Assistantship Eligibility Requirements

- Must be enrolled in 12-18 credit hours
- Maintain a 3.0 GPA to hold assistantships; departmental requirements may be higher.
- Make satisfactory progress toward degree as defined by academic departments and the Graduate School
- Meet requirements to be eligible for employment in the U.S.

A full assistantship requires a student to work for 20 hours per week on average. Students may or may not be required to report to work during school breaks. Departments may also offer partial assistantships.

Graduate Stipends

The stipend table for graduate assistants ranges from Step 1 to Step 50. Each step represents a pay range within which full-time (20 hrs/wk) graduate assistants must be paid. Individual departments determine which pay step to use based on the student's qualifications and experience, academic standing and availability of funds. Departments have a wide range of stipend options to make competitive offers. Departments are encouraged to develop and consistently apply internal policies to determine what stipend steps to use.

2012-2013 Full-Time Graduate Assistantship Stipend Table [11k]

In-State Tuition and Technology Fee

During the academic year (Fall/Spring) students who are paid less than $2384/month receive a tuition scholarship for the in-state tuition and technology fee for the semester of their assistantship. The tuition and technology fee are proportionate to the assistantship appointment. Students who are paid at $2384 or more may need to pay their tuition and fees from their assistantship stipends.

Out-of-State Tuition Waiver

Graduate students who earn more than $4000 in an academic year on assistantship appointment(s) are eligible for a waiver of the out-of-state portion of tuition for the year, even if their assistantship was for only one semester. Students must be enrolled full-time to qualify for the out-of-state tuition waiver. Summer earnings on assistantship or wage employment do not count towards meeting the $4000 minimum earnings requirement. Tuition bills from the Bursar's Office will show the out-of-state tuition charge and a credit to reflect the out-of-state tuition waiver (may also be referred to as "UF Differential").

The out-of-state tuition waiver is automatically applied to students' accounts when the following three criteria are met: the student's appointment is entered in Banner by the department, the student meets the earnings criteria described above, and the student has registered for the semester.

1. Select a student to perform work. If you need to advertise, create a brief job description.
2. Contact Lori Berry, loberry@vt.edu, for assistance with advertising and/or to determine student's employment eligibility.
3. Complete the [OERO Assistantship Request form](#) and send to Lori Berry. Do not email Assistantship Request form, because once completed contains sensitive information - see FERPA guidelines below.

**FERPA and Email:** E-mail is unencrypted and sending combinations of certain data may lead to a Family Educational Rights and Privacy Act (FERPA) violation. I have included three examples. Two are considered FERPA violations by our Registrar and should not be sent via e-mail. The third example is an acceptable combination of data and can be sent via e-mail.

FERPA violation not to be transmitted via e-mail:

1. ID and full name (John King 905000000) – FERPA violation not to be transmitted via e-mail.
2. ID and initials (JK 905000000) -- FERPA violation not to be transmitted via e-mail.

NON - FERPA violation and acceptable to be transmitted via e-mail:

3. ID and last name only (King 905000000)