

Instructions to Appoint a Doctoral or Graduate Assistant

1. Go to the [Graduate Faculty Website](#).

If you do not currently have access to the website, please contact gradstudentservices@montclair.edu and indicate your role and unit (GPC and program name, Chair and Department name, etc) and the name of your College/School Dean.

2. Click on the “Assistantship System” tab.

3. Select the “Applicants” tab.

This will display the current semester by default. You may also select a previous term to view students who indicated interest in earlier semesters. The applicant pool includes students admitted during the current year who have applied for assistantships in the Slate “Welcome Portal”. If you need to view a student applicant admitted in a previous term please contact gradstudentservices@montclair.edu. If you would like to filter the list to view only the applicants associated with your unit, check the box labeled “Show only applicants to programs in my unit(s).”

4. Review student applications.

Students are listed alphabetically. Click the “View” button to open the student’s application in Slate. If you do not currently have access to Slate, please contact gradstudentservices@montclair.edu and indicate your role and unit (GPC and program name, Chair and Department name, etc) and the name of your College/School Dean.

5. Recommend a student.

To recommend a student for an assistantship, click the “Recommend” button and follow the prompts. You will need to provide:

- a. A job description of up to 150 words that clearly communicates specific tasks and duties to the student. Please see [enclosed examples](#) of acceptable and unacceptable descriptions.
- b. The supervisor for the position

6. Graduate Center eligibility review.

Once the recommendation is submitted, The Graduate Center will review the student’s eligibility. Students must meet the following criteria:

- a. Minimum 3.0 GPA for master’s students
- b. Minimum 3.2 GPA for doctoral students

- c. Generally must be fully admitted to an on-campus graduate degree program. As of the date of this document, Deans may use up to 25% of their unit's primary allocations for graduate students in online programs.
- d. Currently enrolled in at least 9 credits for full-time masters-level graduate assistantships, or 6 credits for part-time masters-level graduate assistantships.
- e. Masters students are eligible for up to 4 semesters of Graduate Center funding
- f. Doctoral students are eligible for up to 8 semesters of Graduate Center funding
- g. Non-degree students and students exclusively in certificate programs are not eligible for assistantships.
- h. The Graduate Center will evaluate exceptions to the semester limits on a case by case basis, with priority for masters students in degree programs exceeding 40 graduate-level credits.
- i. Graduate Assistants (GA) and Doctoral Assistants (DA) may not work more than 20 hours per week. If a student holds another position, it may impact their eligibility.

7. College approval.

If the student meets the eligibility requirements, the recommendation is sent to the Dean of your College/School for approval.

8. Official offer letter.

The Graduate Center will issue the official offer letter to the student on behalf of the University. A student has not been officially offered the position until they receive this offer letter from the Graduate Center. A verbal agreement between a unit and a student does not constitute an official offer or confirmation of hire.

9. Student acceptance.

The student must sign and return the offer letter to The Graduate Center within 5 business days.

10. Official appointment.

The Graduate Center will then appoint the student in the system. This is the only official notification indicating that the student has been appointed.

11. Social Security Number requirement

All domestic and international GAs/DAs must have a United States social security number (SSN) to be eligible for employment. Students with F1 or J1 status should please complete the [Process for On-Campus Employment](#).

12. I-9 requirement.

Before beginning work, the student must complete I-9 Employment Eligibility Verification with Human Resources. Students should schedule an appointment as soon as possible via the [University's I-9 Employment Verification website](#), and ask for the

notification to be shared with gradstudentservices@montclair.edu. If the student has completed an I-9 within the last three years, they do not need to complete another one.

13. Stipend and payroll information.

Stipend payments follow the [University payroll schedule](#). Be aware that your first payment may not be received until approximately 2 weeks after the appointment is finalized. All payments are issued through direct deposit, which must be set up in Workday. For questions related to stipend or payroll, please contact gradstudentservices@montclair.edu.

14. Required onboarding.

New graduate assistants are required to attend an onboarding session hosted by The Graduate Center during the first week of their assistantship appointment. GA/DA contracts typically begin one week prior to the first day of the Fall semester. This time is reserved for onboarding and orientation activities. GAs/DAs should consult with their supervisor regarding the start date of the activities contained in the job description.

Should you have any questions regarding assistantships, please contact:

The Graduate Center

1 Normal Avenue

Montclair, NJ 07043

NURS, 4th Floor

P: (973) 655-5205

E: gradstudentservices@montclair.edu

W: montclair.edu/graduate-students

Example Job Descriptions

Assistantship descriptions must clearly explain the specific duties the graduate assistant will perform. Descriptions should be detailed enough to show the scope of the work, the types of responsibilities involved, and how the role supports teaching, research, or other departmental needs. Position descriptions can be up to 150 words.

Acceptable Descriptions:

- **Example 1**

The GA will be responsible for teaching the labs for 2 to 4 lab courses (per week) in the Department of Biology. The number of labs to be assigned will depend on the need for coverage, the expertise of the student, and the length of the lab. The GA will also commit to attending BIOL518 in the Fall semester. GAs are responsible for preparing the labs, running the labs, and cleaning up afterwards. GAs will also be responsible for preparing and grading lab assessments as directed by the Professor(s) in charge of the course(s). All GAs will be actively involved in research over the duration of the contract.

- **Example 2**

Support Dr. XXX with research projects, field work, clinical work, or the preparation of a research proposal or research materials. Specific tasks may include, but are not limited to assisting with data collection and analysis; preparing materials for submission to granting agencies and foundations; preparing manuscripts for publication or presentation at research conferences; attending project meetings; and writing project reports.

- **Example 3**

The GAA will assist with Marketing and Outreach objectives for the department of XXX. Tasks may include, but are not limited to Newsletter design, email list maintenance, outreach to alumni, coordinating and implementing outreach events.

Unacceptable Descriptions:

- **Example 1**

Assist Dr. XXX in research.

- **Example 2**

Support department teaching.

- **Example 3**

Work on projects of program faculty.