

Graduate Assistantship Appointment Job Profiles/Job Titles

Note: Graduate student employees that do not fall into one of these categories are not considered graduate student assistants and should be classified into other appropriate job profiles. All students receiving a graduate assistantship must be currently enrolled graduate students at FGCU.

Job Profile/Default Job Title

Graduate Teaching Associate/Graduate Teaching Associate
Graduate Teaching Assistant/Graduate Teaching Assistant
Graduate Research Assistant Hourly/Graduate Research Assistant or Associate
Graduate Research Assistant Stipend/Graduate Research Assistant or Associate
Graduate Assistant Hourly/Graduate Assistant
Graduate Assistant – Federal Work Study/Graduate Assistant – Federal Work Study

Job Titles

1. Graduate Teaching Associate

a. Job Summary:

- i. **Instructor of record** for introductory undergraduate courses in the same discipline as the student's graduate level expertise
- ii. May only be instructor of record for undergraduate level courses

b. Essential Responsibilities:

- i. Is under direct supervision and training of a faculty member
- ii. Must receive planned and periodic evaluations of their teaching from supervisor

c. Qualifications

- i. Must have completed at least 18 hours of graduate coursework in the teaching discipline
- ii. Must be credentialed through the FGCU faculty credentialing process
- iii. English proficiency test is required for non-native speakers of English who do not have a degree from a country where English is the official language
- iv. Requires Graduate Teaching Assistant training or completion of a graduate level course on teaching in the discipline

d. Pay

Stipend

2. Graduate Teaching Assistant

a. Job Summary:

- i. Course instructional assistant in the same or related discipline as the student's graduate level expertise under supervision of a faculty member
- ii. Is not the instructor of record

b. Essential Responsibilities:

- i. Is under direct supervision and training of a faculty member
- ii. Assists faculty member with instructional activities related to a course in the same or related discipline

c. Qualifications:

- i. English proficiency test is required for non-native speakers of English who do not have a degree from a country where English is the official language
- ii. Requires Graduate Teaching Assistant training or completion of a graduate level course on teaching in the discipline

d. Pay

Stipend

3. Graduate Research Associate

a. Job Summary:

- i. Performs research duties under the direct supervision and training of a graduate faculty member approved by the unit
 - ii. Duties may include, but are not limited to, assisting in lab research, community-based research activities, developing research and evaluation surveys, data collection and analysis, and limited teaching
 - b. Essential Responsibilities:**
Performs research-related duties as assigned under the supervision of a graduate faculty member approved by the unit
 - c. Qualifications:**
 - i. Must have completed at least 30 credit hours of graduate coursework towards graduate degree completion
 - ii. Funding at a higher level than Graduate Research Assistant
 - iii. Support may be externally funded through Research and Sponsored Programs or internally funded by the hiring unit
 - iv. Position may require additional screening prior to offer, pursuant to Section 1010.35, Florida Statutes
 - d. Pay**
Stipend or hourly
- 4. Graduate Research Assistant**
- a. Job Summary:**
 - i. Performs research-related duties under the direct supervision and training of a graduate faculty member approved by the unit
 - ii. Duties may include, but are not limited to, assisting in lab research, community-based research activities, developing research and evaluation surveys, data collection and analysis, and limited teaching
 - iii. Support may be externally funded through Research and Sponsored Programs or internally funded by the hiring unit
 - b. Essential Responsibilities:**
Performs research-related duties as assigned under the supervision of a graduate faculty member approved by the unit
 - c. Qualifications**
 - i. Funding at a lower level than Graduate Research Associate.
 - ii. Support may be externally funded through Research and Sponsored Programs or internally funded by the hiring unit
 - iii. Position may require additional screening prior to offer, pursuant to Section 1010.35, Florida Statutes
 - d. Pay**
Stipend or hourly
- 5. Graduate Assistant Hourly**
- a. Job Summary:**
 - i. Performs administrative or professional duties outside of teaching and research assignments in their program in any academic or non-academic unit of the university. Duties must be related to and approved by their program of study.
 - ii. Support and training may be provided by the hiring unit or the program of study.
 - iii. Cannot exceed 20 hours per week
 - b. Essential Responsibilities:**
Duties as assigned
 - c. Qualifications**
 - i. Must be a graduate student enrolled at FGCU and cleared to receive an assistantship
 - ii. Hiring unit will determine specific qualifications as needed
 - d. Pay**
Hourly

6. Graduate Assistant – Federal Work Study**a. Job Summary:**

- i. Performs research, teaching, or professional duties in any academic or non-academic unit of the university. Duties must be related to and approved by their program of study
- ii. Support and training outside of Federal support may be provided by the hiring unit or the program of study.
- iii. Cannot exceed 20 hours per week

b. Essential Responsibilities:

Duties as assigned

c. Qualifications

- i. Must be a graduate student enrolled at FGCU
- ii. Hiring unit will determine specific qualifications as needed

d. Pay

Hourly

Updated March 29, 2022: Dawn Kirby, Associate Provost; Laura Frost, Interim Director of Graduate Studies; Lisa Jones, Associate General Counsel