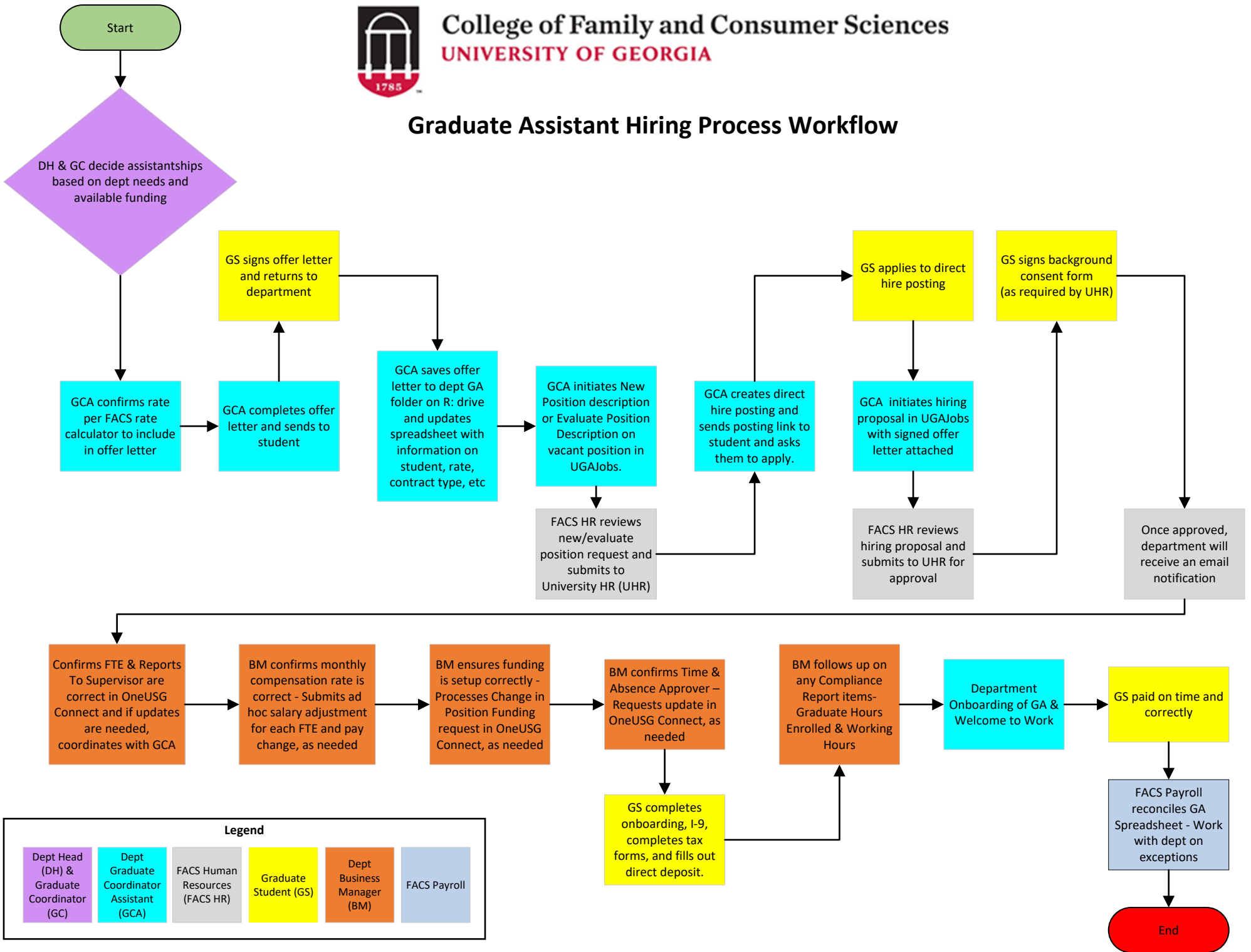




Graduate Assistant Hiring Process Workflow

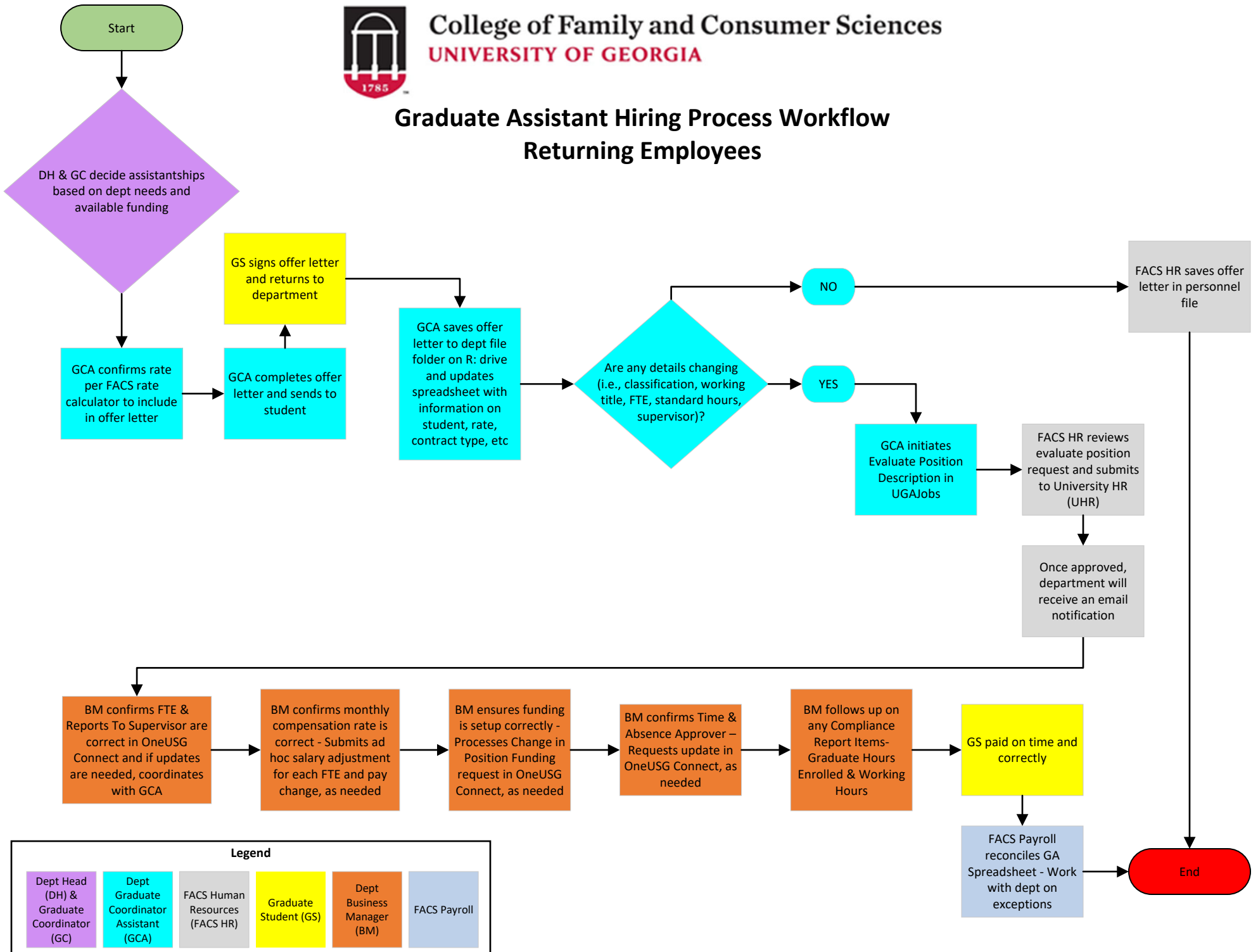


Legend

Dept Head (DH) & Graduate Coordinator (GC)	Dept Graduate Coordinator Assistant (GCA)	FACS Human Resources (FACS HR)	Graduate Student (GS)	Dept Business Manager (BM)	FACS Payroll
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Graduate Assistant Hiring Process Workflow Returning Employees



Legend

Dept Head (DH) & Graduate Coordinator (GC)	Dept Graduate Coordinator Assistant (GCA)	FACS Human Resources (FACS HR)	Graduate Student (GS)	Dept Business Manager (BM)	FACS Payroll
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FACS Graduate Assistant Hiring Process – Duties & Responsibilities (Per Role)

Department Head (DH)	Graduate Coordinator (GC)	Graduate Coordinator Assistant (GCA)	Business Manager (BM)
Identifies department needs for graduate assistantships (i.e., instruction, research, etc.)	Makes recommendations concerning admission to Graduate School	Creates offer letters with confirmed FACS compensation rates and sends to student for signature	Confirms FTE & Reports To Supervisor are correct in OneUSG Connect and if updates are needed, coordinates with GCA
Identifies funding sources for graduate assistantships	Makes recommendations for Graduate School awards, scholarships, etc. and assist in rating other applications for these competitions	After signed offer letter received, stores in department folder on R drive	Confirms the monthly compensation rate is correct - Submits ad hoc salary adjustment for each FTE and pay change, as needed
Determines FTE for graduate assistantships.	Maintains current records on all departmental graduate students	Creates new position or evaluates existing position in UGAJobs	Ensures funding is setup correctly - Processes Change in Position Funding request in OneUSG Connect, as needed
Collaborates with GC to determine department's Graduate Assistants	Collaborates with DH to determine department's Graduate Assistants	Creates direct hire posting in UGAJobs and sends to student	Confirms Time & Absence Approver – Requests update in OneUSG Connect, as needed
	Communicates important information with graduate students and faculty (ie, deadlines, dates, and policies). For example, offer letters, submitting FTE changes, new hire deadlines to qualify for tuition waiver, performance evaluations, etc.	Creates hiring proposal in UGAJobs & attaches signed offer letter	Processes Backpay, Overpayment & Off Cycle Requests, as needed.
	Serves as Graduate Coordinator Role as defined by UGA Graduate School's Graduate Coordinator Handbook: https://grad.uga.edu/wp-content/uploads/2022/11/2022-Graduate-Coordinators-Handbook.pdf	Completes department planning spreadsheet based on DH/GC decisions and updates when new offer letters created (and save spreadsheet file with most recent date) or when FTE changes are made to position (limit one FTE per term)	Follows up on any Compliance Report Items- Graduate Hours Enrolled & Working Hours
		Communicates to BM regarding graduate assistants on Short Work Break and no longer on assistantships (graduating or end of assistantship)	Assists GCA with rate calculator, as needed
		Submits state tuition waiver (ROOST) requests and tuition waivers for students on assistantship	Submits graduate assistant terminations in OneUSG Connect
		Collect graduate assistant performance evaluations and save in department folder in R drive	Provides list to FACS HR for any graduate assistants requiring a Short Work Break

Please note: These duties are routine responsibilities associated with Graduate Assistant Hiring Process and do not reflect the complete scope of the positions.



Graduate Assistant Hiring Timeline

