

Newly hired assistants must complete a Form I-9 and other required new hire paperwork; an assistant's appointment cannot be processed without these requirements being fulfilled. For more information about the new hire requirements, please contact the Graduate Assistantship Office at 217-206-6544.

Assistants are required to participate in a mandatory orientation session each year of their assignment.

In the performance of university duties, assistants are expected to conduct themselves in a manner that is professional, courteous, and conducive to a professional atmosphere. Assistants are expected to comply with all work rules and expectations developed in their appointing programs, department or units, as well as with all applicable university rules and policies.

To maintain eligibility, assistants must enroll in and remain enrolled in 8 to 12 credit hours of eligible course work during each standard semester. No incomplete grades can be earned in any enrolled hours, and a minimum cumulative grade point average of 3.0 must be maintained. Assistants must complete their master's degree programs in a timely manner, with the standard assistantship position typically lasting no more than four standard (*i.e., fall and spring*) semesters.

Assistants understand that their primary responsibility is first and foremost as a student and assistant at the university. Assistants cannot hold regular employment with UIS while holding an assistantship appointment.

Reappointments to assistantship positions are not automatic. Assistants must apply for reappointment through the Graduate Assistantship Office by completing an Assistant's Request for Reappointment form. Additionally, the supervisor must submit an Assistantship Supervisor's Reappointment Endorsement form.

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For information related to the Graduate Assistantship Program, please visit the website, send an email or call the office.

Application materials should be emailed or mailed to the addresses below.

Graduate Assistantship Program
University of Illinois Springfield
One University Plaza, MS PAC 518
Springfield, IL 62703-5407

Telephone: (217) 206-6544

Fax: (217) 206-7623

Email: gaprog@uis.edu

www.uis.edu/graduateassistantships/

UIS Office of Admissions

Telephone: (217) 206-4847

Toll free: (888) 977-4847

Fax: (217) 206-6620

Email: admissions@uis.edu

www.uis.edu/admissions/

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Graduate Assistantship Program

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GET AHEAD of the crowd.

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The UIS Graduate Assistantship Program

The University of Illinois Springfield awards more than sixty graduate assistantships to qualified students each year. The program is highly competitive and is designed to: (1) recruit outstanding and promising students to graduate study, with special attention to access and equal opportunity policies; (2) provide graduate-level learning experiences through a supervised assignment; (3) provide support that enables students to complete their graduate degree on time; and (4) provide UIS with limited support services in selected programs and areas.

Each assistantship at UIS is categorized into one of four types:

Graduate Assistantships (GAs) Primary duties involve the support of administrative functions such as clerical support, technical/support services, advising, and/or outreach duties.

Graduate Teaching Assistantships (TAs) Primary duties involve such tasks as conducting or supporting instruction (e.g., teaching classes, leading lab or discussion groups, developing academic instructional materials, grading student assignments, proctoring exams, tutoring students).

Graduate Research Assistantships (RAs) Primary duties are to apply and master research concepts, practices, or methods of scholarship. This includes such tasks as conducting experiments, organizing or analyzing data, presenting findings in a publication or dissertation, and/or collaborating with faculty in preparing publications.

Pre-professional Graduate Assistantships (PGAs) Positions with duties directly connected to the assistant's field of study so that (s)he may gain experience, practice, or guidance directly related to career preparation. Placements include the UIS Counseling Center for students pursuing counseling degrees, or the UIS Career Development Center for students pursuing degrees in human service fields.

Am I eligible to apply?

The UIS Graduate Assistantship program provides outstanding students with financial resources to help in degree completion. Those who wish to apply must meet the following criteria:

- Be admitted to graduate study and enrolled in a UIS master's or doctoral program and, for appointment, be in good academic standing at UIS, maintaining a cumulative graduate level grade point average of no less than 3.00 with no incomplete grades assigned (*except for thesis or master's project courses*).

- First-year graduate students who have earned no graduate-level credit but have been admitted to a graduate degree program must have a minimum, cumulative undergraduate grade point average of at least 2.50.
- Satisfy the selection criteria for assistants established by the graduate program or unit.
- Possess an earned baccalaureate degree (or its equivalent) by the beginning assignment date. A final undergraduate transcript documenting the official posting of the baccalaureate degree or, in the case of international students, attested and sealed degree certification documents must be submitted to the UIS Office of Admissions prior to an assistantship contract being issued.
- International students must have F-1 visas and valid Social Security numbers on file with the university. (F-1 visas are not required for students who are Canadian citizens.)

Preference will be given to students who (a) have not already earned a graduate degree, (b) have not been previously awarded an assistantship at UIS, or (c) have held a UIS assistantship for less than four semesters.

Assistantships involve responsibilities which require assistants to be present on campus. Applicants who have applied to and been accepted by an online graduate degree program at UIS must notify the Graduate Assistantship Office and the Office of Admissions, in writing when they submit the assistantship application of their availability to fulfill on-campus responsibilities if awarded an assistantship.

How do I apply?

The Graduate Assistantship/Graduate Public Service Internship Application can be found at: www.uis.edu/graduateassistantships/.

An assistantship application file will be considered complete when the applicant has:

- Been admitted, either conditionally or fully, to a UIS graduate degree program.
- Submitted a complete Graduate Assistantship / Graduate Public Service Internship Application form via the web.
- Submitted a current resume.
- Submitted a personal goal statement in the required format (*please refer to the "APPLICATION" link on the Graduate Assistantship website*).

- Provided three letters of reference. It is preferred that two of the letters be from professors or academic advisors familiar with academic performance. Letters must be no more than 18 months old.
- All academic transcripts have been received by the Graduate Assistantship Office from the UIS Office of Admissions.
- The annual application deadline for first round consideration is March 15th.

What benefits are awarded if I am selected?

Assistants are eligible to receive a tuition and service fee waiver (which includes the activity fee, the intercollegiate athletic fee, the Career Center fee, and the Health Services fee [maximum of 8 credit hours for fall and spring semesters; maximum of 4 credit hours for summer semester]) for qualifying course work. General fees and course fees are not waived. (*Note: Undergraduate course work will not be paid for with assistantship tuition/service fee waiver benefits unless formally specified as a degree requirement by the graduate degree program.*)

If an assistant served during a semester preceding a summer session, (s)he is eligible for a tuition/service fee waiver for a maximum of 6 credit hours during that summer session. Assistants are eligible to receive a maximum of 30 credit hours of tuition waived during an academic year (*fall, spring, summer*). If any course is taken beyond the 30 credit hours, the assistant will be charged the in-state tuition rate.

Monthly stipends are also paid to assistants during the contractual period. The amount of the stipend depends upon the year of service in which the assistant is working. For information regarding current stipend amounts, please review the UPI Association of Graduate Employees collective bargaining agreement located at: www.uis.edu/humanresources/labor/.

What are the program requirements?

- All newly appointed and reappointed assistants receive a letter of appointment specifying the appointment title, stipend amount, effective dates of appointment, the assistantship supervisor, and the full time equivalence (FTE) of the appointment.
- Appointments are half-time (*20 hours per week*) and are typically for one academic year (*9 months*). In addition, assistants participate in the development of an assistantship work schedule, as well as with the completion of mid-year and end-of year performance evaluations.