

Name of Hiring Department:

Name/Phone Dept. Contact:

Student's URI ID:

Term:

## GRADUATE ADMINISTRATIVE ASSISTANTSHIP 2023-2024

Dear

On behalf of the Office, I am pleased to offer you a position as a Graduate Administrative Assistant on extramural funding during the 2023-2024 academic year. This Graduate Assistantship includes a tuition remission (up to 12 credit hours per semester that will be prorated to the percentage of the appointment), health and dental benefits. For current information on Graduate Assistantships please consult <https://web.uri.edu/graduate-school/funding/assistantships/>.

The details of your Graduate Administrative Assistantship, are as follows:

**Graduate Level:**

**Stipend Rate:**

**\*Work Period:**

**Work Dates:**

\* The academic year consists of thirty-eight weeks. Academic Year and Spring Semester Graduate Assistants are entitled to two weeks unpaid leave agreed to in advance with the immediate supervisor.

Graduate Assistants are subject to regulations as set forth in the University Manual; Graduate School Manual; other University, State of Rhode Island and Federal policies, practices and procedures; and the provisions of the *Collective Bargaining Agreement Between the Rhode Island Council for Postsecondary Education and Graduate Assistants United/NEARI* <http://www.urigau.org/>.

Your assistantship duties are related to the Office's administrative activities. These duties will include but are not limited to: support of residential life activities, meeting with students if applicable, meeting with co-workers, assistance with day-to-day administration of the program or office. More details may be found in the Duties and Responsibilities Addendum.

This offer is for the 2023-2024 academic year, or fall or spring semester as indicated above. Continuation of this assistantship is contingent upon the performance of your assigned assistantship duties, your making progress in your academic graduate program, and the needs of the Office. Your performance will be evaluated through the Annual Review process as prescribed in the Collective Bargaining Agreement (<https://www.urigau.org/read-me/>). Excellence in assisting with administrative activities is expected.

**The Immigration Reform and Control Act of 1985 requires that you provide the Office with documentation verifying your identity and eligibility to be employed in the United States before beginning work. In order to comply with Federal I-9 employment regulations, new Graduate Assistants must provide their offices with original identity and employment eligibility documents prior to August 27, 2023 for the first semester and December 31, 2023 for the second semester.**

Failure to supply the necessary employment documentation may result in termination of employment by Human Resources as outlined in [https://web.uri.edu/hr/policies\\_procs/](https://web.uri.edu/hr/policies_procs/). Returning Graduate Assistants are responsible for verifying the documentation on file with the Office is correct and up to date. For a list of required employment documents please visit <https://web.uri.edu/hr/forms/>. All non-U.S. citizens must visit the Payroll Office prior to starting work.

In accordance with the Governor's Executive Order No. 89-14, you are required to complete a Drug-Free Form and return it to your Office, a copy of which is available at [https://web.uri.edu/wp-content/uploads/sites/3/Drug-Free\\_Workplace\\_form.pdf](https://web.uri.edu/wp-content/uploads/sites/3/Drug-Free_Workplace_form.pdf). Finally, Graduate Assistants are responsible for completing a W-4 Form online through the URI e-Campus web site. All non-U.S. citizens are responsible for completing a different tax document. For information please refer to the URI Foreign National Tax Compliance Office web site at [http://www.uri.edu/controller/foreign\\_national\\_tax\\_compliance.html](http://www.uri.edu/controller/foreign_national_tax_compliance.html).

Benefits associated with this Graduate Assistantship are health and dental benefits with the University's Health Services. Please be advised that this health and dental insurance cannot be waived. For details on health insurance see link <https://web.uri.edu/healthservices/insurance/>.

You will be expected to pay several University fees from your own resources. For the latest information on fees and their amounts, please refer to <https://web.uri.edu/tuition-billing/tuition-and-fees/>. Currently, all full-time (twenty hours per week) Graduate Assistants employed effective August 27, 2023 for the first semester and December 31, 2023 for the second semester will receive a twenty-five percent waiver of the graduate student standard fees. **Please be advised that Graduate Assistants may choose to pay the graduate student fees via monthly installments.** Payment schedule and application form can be found on the Enrollment Services website <http://web.uri.edu/enrollment/graduate-fee-deferment-plan/> or <https://www.urigau.org/student-fee-payment-plan-1/>. Please note that the conditions and payment schedule will be updated for the 2023-2024 academic year by August 1st. The Tuition and Fees will be updated in late June 2023. If you have any questions or concerns, please do not hesitate to call Enrollment Services at (401) 874-9500 or email [esmail@etal.uri.edu](mailto:esmail@etal.uri.edu).

Please visit the Parking Services website, <https://web.uri.edu/transportation/parking/commuters/>, for information relative to Graduate Assistant parking registration and associated fees. Reference the Graduate Assistant To-Do Checklist (<https://web.uri.edu/wp-content/uploads/sites/843/Graduate-Assistant-To-Do-Checklist.pdf>) to initiate the assistantship waivers and benefits.

Due to the limited number of Graduate Administrative Assistantships and the integral part they play in the administrative mission of the Office, College and University, I am requesting that you inform me in writing, as soon as possible, whether you intend to accept this offer. **You have until April 15, 2023, in compliance with the Council of Graduate Schools' national policy to notify me of your decision. If this offer was made after April 15, 2023, the Graduate Assistantship offer expires two weeks from the date of this letter.** However, if you need a short extension, please do not hesitate to contact me immediately.

Please accept my congratulations on having been selected for an appointment as a Graduate Assistant in the Office. If you are willing to accept this offer in accordance with the terms stated in this letter, please sign your name below and return it to me within two weeks from the date of this letter. Please note that this agreement supersedes all other agreements, oral or written, between the parties and is the complete agreement between you and the University.

Sincerely,

Signature \_\_\_\_\_

cc: Dean/ Vice President/ Director  
Graduate School

# DUTIES AND RESPONSIBILITIES ADDENDUM

SECTIONS A-E MUST BE COMPLETED BY THE HIRING DEPARTMENT  
(If incomplete, will be returned for revisions.)

Article III (<https://www.urigau.org/read-me/#article-3>) of the collective bargaining agreement with URI GAU requires the following information:

3.3.2 Information to be provided in the description of duties and responsibilities shall include but is not limited to:

A. The assigned course, lab, research project, or position

B. The name of the immediate supervisor

C. The general tasks to be performed. Departments are encouraged to be specific in their description of duties. You may attach an additional document if necessary.

D. Work locations

E. Possibilities for atypical scheduling and/or work on weekends or holidays

3.3.3. If the duties and responsibilities are unknown at the time of appointment, they should be defined as soon as possible thereafter but always prior to the start of duties. If duties and responsibilities change, a written notice detailing changes should be provided to the Graduate Assistant within two (2) weeks of said changes.

I accept this offer and the terms stated:

Student Signature \_\_\_\_\_

Date \_\_\_\_\_