

Name of Hiring Department:

Name/Phone Dept. Contact:

Student's URI ID:

Job Rec #:

Term:

GRADUATE ADMINISTRATIVE ASSISTANTSHIP 2024-2025

Dear

On behalf of the Office, I am pleased to offer you a position as a Graduate Administrative Assistant on extramural funding during the 2024-2025 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, dental and vision benefits. For a breakdown of the waiver and benefits for 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 2024-2025 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 25, 2024 for the first semester and December 29, 2024 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/. 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. 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.

Benefits associated with this Graduate Assistantship are health, vision, and dental benefits with the University's Health Services. Please be advised that this health, vision 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/> and the Graduate School's breakdown of the waiver and benefits <https://web.uri.edu/graduate-school/funding/assistantships/>. If hired after the work start date, the tuition and fee waivers will be prorated to the percentage of the appointment. **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 <https://web.uri.edu/tuition-billing/graduate-assistant-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 2024-2025 academic year by August 1st. The Tuition and Fees will be updated in late June 2024. 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.

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, 2024, in compliance with the Council of Graduate Schools' national policy to notify me of your decision. If this offer was made after April 15, 2024, 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 acknowledge that I have reviewed the summary of the [student's financial responsibility](#).

I accept this offer and the terms stated:

Student Signature _____

Date _____

(Reference the following page for the Graduate Assistant To-Do Checklist)

Graduate Assistant To-Do Checklist

☐ Submit HR Hiring Documents

Must submit the following forms prior to the start of your appointment. Contact your hiring department with any questions related to the hiring forms.

- I-9 form with supporting documents
- Drug Free Workplace Policy form
- Bar of Claims form
- W-4 Federal form
- W-4 Rhode Island form
- Set up Direct Deposit through e-Campus
Instructions: Home > Self Service > Payroll and Compensation > Direct Deposit

☐ Enroll in Graduate Courses

Register for 6-12 graduate credits or 3 graduate credits with approved ABD status (*ABD status is not automatic. The student must apply for this status.*

[Click here for a FAQ and application](#)). Must maintain good academic standing (3.0 and above GPA).

IMPORTANT: *Tuition and Fee Waivers will not be applied until registration requirements are met.*

International Teaching Assistants who are non-native English speakers, not from an English-speaking country, or have not completed three or more years of undergraduate study at a university in an English-speaking country need to certify their oral proficiency by completing the **Versant English Proficiency Test**. This test is given through URI's Office of International Students & Scholars (OISS), and they will reach out to you before the start of the semester.

☐ Self-Enroll in Health, Vision, and Dental Insurance Plan

You **[MUST SELF-ENROLL](#)** in URI's health insurance plan within the first two weeks of the assistantship appointment. Dental and vision insurance will automatically be applied once enrolled in the health insurance plan.

Learn more about the Health, Vision, and Dental Insurance benefits by [clicking here](#). Contact Health Services for questions related to insurance.

IMPORTANT: *Health, Vision, and Dental Insurance is a contractual benefit and it cannot be waived. If you currently have health, vision, or dental insurance, your existing insurance could be classified as secondary insurance.*

☐ Obtain Parking Permit

Obtain your GA Parking Permit through TAP website. You must obtain your parking permit prior to parking on campus for each semester of your appointment. If you have any questions, please contact TAP by email at tap@uri.edu.

IMPORTANT: *GA commuter students can only park in commuter lots (#4, #7, #25 & #26). Resident GAs must park in their assigned lot.*

GAs are NOT eligible to park in the Faculty/Staff parking lots. [Click here to view Kingston Campus Map.](#)

How to obtain a GA Parking Permit:

1. **Log into your parking account** at: uri.aimsparking.com using your URI Single Sign On (SSO). If you do not know your SSO, please contact the HelpDesk at 401-874-4357.
2. **Click on Order Account Permits.** The available permits will show up according to the Assistantship you are hired for (i.e. 10hr or 20 hr, Commuter or Resident)
3. **Purchase your GA Permit.** **IMPORTANT:** Only purchase if the proper price displayed for your GA permit. (Full -time appointments = \$0 | Half-time appointments = reduced cost) If the permit price has the incorrect amount, please see instructions below.

If your GA Permit is not available or displays incorrect amount:

- **Visit the TAP office** located at 44 Lower College Rd with a copy of your assistantship contract and your vehicle information: make, model, color, and license plate.
- **TAP office will issue a 30-day temporary permit** from date of issue (for example, if student comes into the office Sept 1, the temporary permit will be valid through Sept 30th). This temporary permit will be \$0.
- **You are responsible to continuously check your TAP parking account** to see when your GA Permit becomes available.
- **Once GA Permit is available, follow steps 1-3**

☐ Pay Student Financial Responsibilities

Pay student percentage of fees and/or tuition by [deadline](#).

IMPORTANT: *Please keep in mind that you will have a portion of the bill you are responsible for and late fees will apply if payment is not made by the [due date](#) set forth by Enrollment Services. Once your assistantship waivers are posted, you will be billed as a full-time student. [Click here](#) to view an overview of the assistantship financial package.*

[Click here to view the financial responsibility breakdown](#)