

Name of Hiring Department:

Name/Phone Dept. Contact:

Student's URI ID:

REC #

Terms:

GRADUATE ADMINISTRATIVE ASSISTANTSHIP 2022-2023

Date:

Student's Full Name:

Student's Street Address:

Student's City, State, and Zip Code:

Dear

On behalf of the Office, I am pleased to offer you a position as a Graduate Administrative Assistant on extramural funding during the 2022-2023 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:

Stipend Rate:

Graduate Level:

***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/>.

Please note that the renewal of this contract is currently under negotiation.

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 2022-2023 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 29, 2022 for the first semester and January 2, 2023 for the second semester.**

Failure to supply the necessary employment documentation may result in termination of employment by Human Resources as outlined in http://web.uri.edu/ecampus/files/I-9_termination_policy.pdf. 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 http://web.uri.edu/ecampus/files/student_employment_forms.pdf. All non-U.S. citizens must come to 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/hr/files/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 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://health.uri.edu/health-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 <http://web.uri.edu/enrollment/tuition-and-fees/>. Currently, all full-time (twenty hours per week) Graduate Assistants employed effective August 29, 2022 for the first semester and January 2, 2023 for the second semester will receive a twenty percent waiver of the graduate student fees. **Please be advised that Graduate Assistants may choose to pay the graduate student fees via monthly installments.** For example, the current 2022-2023 conditions, payment schedule can be found here <https://web.uri.edu/tuition-billing/view-your-ebill-and-make-payment/tuition-payment-plan/> and the application form can be found on the Enrollment Services website <https://web.uri.edu/tuition-billing/forms/> or <https://www.urigau.org/student-fee-payment-plan-1/>. Please note that the conditions and payment schedule will be updated for the 2022-2023 academic year by August 1, 2022. The Tuition and Fees will be updated in late June 2022. 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.

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. **This offer of a Graduate Assistantship expires two weeks from the date of this letter.** If you are a new applicant to URI, you have until April 15, 2022, in compliance with the Council of Graduate Schools' national policy. 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,

Sign _____

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:

Sign _____

Date _____

FOR ADMINISTRATIVE USE

Original I-9 Documents Verified

Copy of Social Security Card

CS-387C Drug Free Form

Job Entered into e-Campus

Employment Documents on File

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).

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/Confirm Your Health and Dental Insurance Enrollment

You **MUST** self-enroll/confirm your health insurance enrollment within the first two weeks of the assistantship appointment.

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

IMPORTANT: Health and Dental Insurance is a contractual benefit and it cannot be waived. If you currently have health and dental insurance, you should use this benefit as secondary insurance.

THE
UNIVERSITY
OF RHODE ISLAND
GRADUATE SCHOOL

☐ 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.

GRADUATE ASSISTANT FINANCIAL RESPONSIBILITY

Academic Year & Per Semester FULL-TIME Assistantship (20hrs/week)	Academic Year & Per Semester HALF-TIME Assistantship (10hrs/week)
80% Standard Fees (Registration Fee, Health Services Fee, Technology Fee, and Student Services Fee)	50% Tuition
100% other non-standard fees	100% Standard Fees
\$78 Dental Insurance	100% Other non-standard Fees
	\$78 Dental Insurance