

Office of Research & Graduate Studies

Graduate Assistant Hiring Manual

This manual outlines the procedures and requirements for hiring Graduate Assistants (GAs) at Stephen F. Austin State University. It provides detailed information on the types of assistantships available, salary guidelines, required documentation, and employment timelines to ensure compliance with institutional and funding policies.

1. Types of Graduate Assistantships

Graduate Teaching Assistantship (GTA)

A Graduate Teaching Assistant (GTA) supports instructional activities within a course or laboratory. Duties may include assisting a faculty member with instructional delivery, grading, office hours, and, in some cases, serving as the primary instructor under faculty supervision.

Graduate Research Assistantship (GRA)

A Graduate Research Assistant (GRA) assists with research activities under the supervision of a principal investigator or academic department. Responsibilities may include conducting literature reviews, fieldwork, laboratory experiments, data analysis, and contributing to professional presentations, publications, or thesis/dissertation work.

Graduate Administrative Assistantship (GAA)

A Graduate Administrative Assistant (GAA) works with the administrative staff of a department, college, or campus office. Typical responsibilities include gathering, organizing, and analyzing data, supporting administrative processes, and assisting in the daily operational needs of the office.

Doctoral Assistantship (DA)

Doctoral Assistants (DA) are doctoral-level graduate assistants assigned advanced teaching, research, or administrative tasks. Compensation for DAs reflects their advanced standing and expertise.

2. Compensation Overview

Salary must be determined within the appropriate range based on departmental budget, assistantship duties, and student qualifications.

Please keep in mind the number of pays you will assign your GA. Determining the correct total salary, as well as start and end dates will determine your GA's monthly salary. For example, a department may assign a total salary of \$6,250 for the Fall and \$6,250 for the Spring, totaling \$12,500 for the academic year. While this total falls within the approved range, it can result in inconsistent monthly payments: 4 pays in Fall and 5 in Spring. *This leads to a lower monthly payment in the Spring term.* Although this does not violate policy, it is discouraged, as it can negatively impact graduate assistants who rely on consistent income. Monthly ranges are listed on the next page to aid in determining the correct total salary.

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Salary ranges are as follows:

Assistantship Type	Salary Range (Monthly)	Salary Range (based on 9-month appointment)
Teaching (GTA)	\$1,389 – \$1,944	\$12,500 - \$17,500
Research (GRA)	\$1,389 – \$1,944	\$12,500 - \$17,500
Administrative (GAA)	\$1,025 – \$1,666	\$9,225 - \$15,000
Doctoral (DA)	\$1,864 – \$2,358	\$16,775 - \$12,225

3. Hiring Process Overview

To initiate the hiring of a Graduate Assistant:

- Determine Assistantship Type: Select GTA, GRA, GAA, or DA.
- Determine Duration of Appointment: Specify the number of months of employment.
- Determine Monthly Salary: Set a monthly salary within the approved range for the assistantship type.

After these decisions are finalized, you may proceed with the preparation of the offer letter.

4. Offer Letter Submission

All Graduate Assistant offer letters must be completed using the Dynamic Form Offer Letter, available on the SFA ORGS [website](#). A step-by-step video tutorial is also available on the same webpage for guidance on completing the form.

***** Note: Only Dynamic Form submissions will be accepted.**

5. Employment Dates and Contract Periods

Graduate Assistants may begin or end work on any day of the month; however, offer letters and EPAF entries must use the first and last day of the month to ensure proper salary calculations. Deviations may result in prorated pay.

Typical semester appointment periods:

Term	Start Date	End Date
Fall	September 1	December 31
Spring	January 1	May 31
Summer	June 1	August 31

***** Note: Assistantships may be structured by semester, across multiple semesters, or for the full academic year, depending on departmental needs and funding availability.**

6. Contact Information

For questions or additional support regarding the hiring process, please contact:

SFA Office of Research & Graduate Studies

936-468-2807 | ORGS@sfasu.edu