SAMPLE GRADUATE ASSISTANT OFFER LETTER

Dear [Student]:

I am pleased to notify you that you have been awarded a [full-time/half-time] appointment as a Graduate Assistant for the [Fall/Spring Semester, academic year]. This appointment will be in the form of a(n) Administrative Assistantship/Research Assistantship/Teaching Assistantship, and requires that you devote [20/10] hours per week to this assistantship. This assistantship is subject to the availability of funds and contingent upon your acceptance in writing and your ability to meet University eligibility requirements.

You will be supported with a stipend of [$XXXX], paid on a semimonthly basis (15th day and last day of each month), minus applicable state, federal and local taxes. Your appointment also includes a [full tuition waiver of up to 16 credit hours /partial tuition waiver of up to XX credit hours]. The tuition remission can be used only by the recipient for fees and tuition during the period of this award and does not include course related fees or summer funding.

The current appointment is for the [20XX-20XX] academic year only. This appointment may be renewable in future years, subject to the continued availability of funds, departmental needs, satisfactory progress in your degree program and satisfactory performance in your assigned assistantship responsibilities.

You will be expected to meet the following obligations for the stipend:

1. Approximately [20/10] hours of service per week.
2. Maintain full-time student status (8 graduate hours minimum) with at least a 3.0 GPA.
3. You may not accept any other employment on campus without prior approval from the Division of Graduate Studies.
4. For first time teaching appointments at the University: Attend and successfully complete Graduate Student Orientation (GSO), which is held just prior to the beginning of both spring and fall semesters.

[Insert specifics on the teaching and research the individual will be doing and other departmental expectations.]

This offer is also contingent upon proof of identity and work authorization. The I-9 Employment Eligibility Verification Form must be completed within 3 business days of the first date of your employment in person. All graduate assistants at the Kent Campus will need to have their I-9 form completed in the Office of Academic Personnel, located at Suite 320 Heer Hall, 635 Loop Rd, Kent, Oh 44242. If your assignment is at a regional campus and you are a US Citizen or Permanent Resident, you will need to have your I-9 documented at the regional campus. All international graduate assistants must bring their documentation directly to Academic Personnel for completion. Review the credentials listed at www.kent.edu/provost/academic-personnel/new-graduate-assistant that you will need to bring for documentation.

Historically, in addition to the stipend and tuition remission, we have been able to provide graduate assistant students with a partial health insurance credit of 70% to be applied toward the health insurance plan for graduate assistant students offered through Kent State University. At this point, negotiations regarding student health care coverage have not been completed, and we do not know whether the same partial health insurance credit will be available next year. We will contact you immediately when this information is available.
Contact your graduate coordinator or department chair to see if it is necessary for you to complete FERPA and/or Title IX training in relation to the assistantship position that you will be holding. If so, you will be sent an invitation for the training(s) and be asked to complete the training(s) before the start of classes for your first term of the appointment.

The accompanying award offer remains open until April 15th unless declined at a prior time.

Please indicate your acceptance of this offer by signing below and returning one copy of the letter to me with your original signature no later than April 15. KSU supports the Council of Graduate Schools’ April 15 Resolution: [https://cgsnet.org/april-15-resolution](https://cgsnet.org/april-15-resolution).

Sincerely,

(your coordinator/department name)

___________________________________________________________________________  ___________________________________
I hereby accept this appointment and agree to the above conditions.                        Date