First Year Seminars (FYS) GA Duties and Salary Information

**Appointment:** 12 months continuous – 20 hours/week for fall, spring, and summer semesters. Strong preference for GA to begin work in the summer semester and complete 18 graduate hours by the end of fall semester (to qualify to teach an FYS course as instructor of record in the spring semester).

**Responsibilities:**
- **Summer**
  - Camp War Eagle (CWE)/Learning Community (LC) assistance (with LC recruitment/registration sessions)
  - CWE observation w/ potential for doing Learning for Life presentations toward end of summer
  - Assist with planning for FYS summer training (logistics and scheduling)
    - Delivery of training once experienced as instructor
    - Facilitate sessions until then
  - Assist with development/refinement of training and support materials
  - Scheduling logistics (rooms, instructors)
  - Learn SharePoint, Canvas
  - Other duties as assigned and/or requested by GA and approved by FYS coordinator
- **Fall/Spring**
  - Lead/supervise Peer Instructor program and staff development sessions
  - Teach two credit hours/semester once 18 graduate hours completed
    - Observe minimum of one class/week until then
  - Textbook selection, revision, editing
    - Supervision/leadership of student editorial team
  - Assist with development/refinement of training and support materials
  - Scheduling logistics (rooms, instructors)
  - Training evaluations and reports
  - Assist with new instructor interviews and paperwork preparation
  - Continue to learn SharePoint, Canvas
    - Goal of web site maintenance and co-maintenance of FYS Toolkit
  - Other duties as assigned and/or requested by GA and approved by FYS coordinator

**Salary:** Approximate annual salary of $15,300 (50% FTE, 20 hours/week). Salary will be finalized at time of offer.

**Regular Hours:** A regular weekly schedule that is mutually agreed upon by the supervisor and GA will be determined, but a degree of flexibility is expected in the case of departmental special events or University holidays.
Tuition Waivers for Graduate Assistants

Auburn University has a program to provide in-state tuition fellowships to Graduate Assistants. Those graduate students with fellowships pay no tuition, although they will be charged a graduate enrollment fee for each semester a student receives a tuition waiver. The fee for 2012-2013 is $332. Graduate Assistants will also be responsible for paying a $200 proration fee per semester.

Fellowships are administered through the Graduate School. There is no application process associated with this program. All contact and any questions concerning eligibility and availability should be directed to specific academic departments, the deans' offices of the respective academic colleges or schools, or to the Graduate School.

Fellowship recipients must hold a concurrent graduate assistantship and must maintain a course workload consistent with policies governing graduate assistants within the academic unit. The concurrent assistantship must extend, at a minimum, from the eighth class day of each semester to the last day of classes of each semester. Information on eligibility requirements and benefits is available at http://www.grad.auburn.edu/ps/presgradfellows.html.

All non-resident graduate assistants may receive remission of the non-resident portion of tuition if on at least a 25 percent graduate assistantship and if paid no less than $612 per month (for FY2013). This dollar figure is adjusted yearly during the budget process. Waivers are available only to graduate assistantships assigned for an entire semester, defined as beginning no later than the eighth class day each semester and ending no earlier than the last day of classes each semester.

Non-Alabama resident graduate assistants who have been on assistantship for at least two consecutive semesters are eligible to have their out-of-state tuition waived for the next semester whether or not they are on assistantship that semester. The "next" semester is defined as the next calendar semester. For example, a graduate student on 25 percent or higher assistantship for consecutive fall and spring semesters will still have the out-of-state tuition waived if registered summer semester whether the student is on assistantship or not that summer semester. If the student were not to enroll the summer semester in this example, but were to enroll the following fall semester, this benefit would not apply because fall would not be the next calendar semester. Graduate assistants must request this benefit from the Graduate School or Student Financial Services.

All graduate assistants registered for at least one hour are exempt from FICA and Medicare (Section 218 of the Social Security Act). Graduate assistants who meet the requirements for GRAD7900 (Thesis Completion) or GRAD8900 (Dissertation Completion) and register concurrently for at least one hour of the Research and Thesis course or the Research and Dissertation course are considered full-time students and are exempt from FICA and Medicare on graduate assistant stipends.