

Graduate Assistant Appointment Cheat Sheet

Eligibility

- 3.0 Graduate Admit GPA or minimum 1000 GRE or 550 GMAT (verbal + quantitative score) for new graduate student –OR– Cumulative Graduate GPA of 3.0 on 9 hours for established graduate student
- Enrolled in a degree program – Cannot be Student-at-Large or certain certifications/certificates
- Making satisfactory progress toward degree
- Registered for 9-12 hours of course work for Fall or Spring semesters

Paperwork

- PERS 900 (new GA) or PERS 910 (established GA)
- I-9 and a Xerox copy of the supporting documentation
- Course Load Waiver (PERS 938), if taking less than 9 credit hours in Fall or Spring semester

Personal data segment

- CIT – Citizenship
 - US – United States Citizen
 - RA – Resident Alien
 - F1 or J1 – Alien
- CTRY – Country
 - Only denote a country code if an Alien (F1 or J1)
 - Refer to *Citizenship/Country Codes* on our web site for a full listing
- WK AUTH – Work Authorization
 - US Citizen or Resident Alien – Date the employer signs the I-9
 - Alien (F1 or J1) - Date GA is authorized to work until in the U.S.
- DEG YR – Degree Type and Year
 - *Degree Type*: Code for the highest degree the GA currently holds. Most frequently used degree types are listed below. Refer to *Degree Codes* on our web site for a full listing.
 - 211 BA
 - 282 BS
 - 522 MA
 - 599 MS
 - *Degree Year*: Two digit code for the year the highest degree was attained, e.g. 02, 99

Appointment segment

- Codes that can be changed on the appointment line
 - END – End date
 - PCT – Percent of appointment
 - RATE – Monthly stipend rate

If any other element on the appointment line will change, a new appointment must be started.

- Codes for quick reference
 - JOB CLASS
 - 900010 Teaching Assistant
 - 900030 Research Assistant
 - 900050 Residential Living Assistant
 - 900060 Administrative/Operational Assistant
 - 900070 Graduate Practicum Assistant (externally supported professional placements)
 - CAT – Appointment category
 - 1 – Fiscal Year (12 months) 07-01-YY through 06-30-YY
 - 2 – Academic Year (9 months) 08-16-YY through 05-15-YY
 - 4 – Fall only (4.5 months) 08-16-YY through 12-31-YY
 - 5 – Spring only (4.5 months) 01-01-YY through 05-15-YY
 - 6 – Summer (3 months) 05-16-YY through 08-15-YY
 - 7 – Other Academic MM-DD-YY through MM-DD-YY

Graduate Assistant Appointment Cheat Sheet

Minimum Monthly Stipends

| | Scheduled CLOCK HOURS per week | FTE (rounded) | MINIMUM MONTHLY STIPEND | | |
|--|---|------------------|-------------------------|---|--|
| | | | Masters students | Doctoral students ^{who} are enrolled in their first or second year of study. | Doctoral students ^{who} have completed 2 years of full-time graduate study. |
| Part-time Graduate Assistantship | 6 | .15 | \$350 | \$425 | \$550 |
| | 7 | .18 | | | |
| | 8 | .20 | | | |
| | 9 | .23 | | | |
| | 10 | .25 | | | |
| Full-time Graduate Assistantship | 11 | .28 | \$700 | \$850 | \$1100 |
| | 12 | .30 | | | |
| | 13 | .33 | | | |
| | 14 | .35 | | | |
| | 15 | .38 | | | |
| | 16 | .40 | | | |
| | 17 | .43 | | | |
| | 18 | .45 | | | |
| | 19 | .48 | | | |
| | 20 | .50 | | | |

Contact Information

Human Resources, 207 Hovey Hall

Michelle Bohm
 Assistantship Appointments
 (309) 438-2543
mkbohm@ilstu.edu

Graduate School, 309 Hovey Hall

Sandra L. Groves
 Director of Graduate Studies
 (309) 438-2583
slittle@ilstu.edu

Mary Stack
 Graduate School Specialist
 (309) 438-2587
mastack@ilstu.edu