Graduate Assistants – New Hires

If a graduate student received Federal or Texas Work Study funds then the graduate student should be processed through the Student Employment Office. Graduate Assistants being paid from 100% of the department’s budget should process in through the Office of Human Resources and adhere to the steps listed below. For further details on processing a Graduate Assistant through the Student Employment Office.

Graduate Assistant (Non-Teaching)

In order to hire a Graduate Assistant (Non-Teaching), the following criteria must be met:

1. Must be enrolled as a full-time graduate student at Prairie View A&M University.
2. Must be in good academic standing.
3. Candidate should be enrolled in at least 9 credit hours of graduate courses per semester.
4. Graduate Assistants (Non-Teaching) may not work more than 62.5% effort = 25 hours per week.

Summer – All students must be enrolled for a minimum of six (6) credit hours of graduate courses for the Summer to be eligible for the Graduate Assistantship during the summer sessions.

Graduate Assistant (Teaching or Research)

In order to hire a Graduate Assistant (Research or Non-Teaching), the following criteria must be met:

1. Must be enrolled as a full-time graduate student at Prairie View A&M University.
2. Must be in good academic standing.
3. Candidate should be enrolled in at least 9 credit hours of graduate courses per semester.
4. Graduate Assistants (Teaching) must have 18 credit hours of earned graduate credit in the discipline to be taught.
5. Graduate Assistants (Research) and Graduate Assistants (Teaching) may not work more than 50% effort = 20 hours per week.

Summer – All students must be enrolled for a minimum of six (6) credit hours of graduate courses for the Summer to be eligible for the Graduate Assistantship during the summer sessions.

- Additionally, a graduate student may not be employed holding a dual title (i.e., Graduate Assistant & Teaching/Program Coordinator), regardless of the percentage effort worked or to be worked. It is the hiring department’s responsibility to interface with the Office of Human Resources in relation to the hiring of the Graduate Assistants.
- Graduate Assistants (Non-Teaching) on an F-1 Visa, may not work more than 50% effort = 20 hours per week. Hiring departments must secure this information from their hire once a verbal offer has been made. The 20 hours per week work requirement will then be reflected in the written offer of employment.

Hiring Process

1. Graduate Assistant hires should have completed an online application using the “Create Application” link using the PV PATH Online Application System. Prospective Graduate Assistants should have printed, signed and dated the application and turned it in to the hiring department.
2. Graduate Assistant hires should have included a copy of their detailed class schedule via PantherTracks to provide proof of enrollment in graduate courses.
3. Department should have submitted a completed Confidential Release Form to initiate a criminal background check on the prospective Graduate Assistant hire. The confidential release form contains personal sensitive information. The form cannot be emailed or attached to the
EGR. The form may be delivered in person or faxed to the Office of Human Resources at Ext. 1734. Anytime there is a break in employment, a new background check is required on the prospective employee. A break in service constitutes separation of employment from the University in excess of 30 calendar days.

4. Department should have completed and submitted the Assessment and signed by both the Graduate Assistant and the Graduate Assistant’s supervisor.

5. The following should be delivered to the Office of Human Resources as one package:
   - Signed and dated Staff Application for Employment
   - Copy of detailed class schedule
   - Completed Confidential Release form
   - Completed Blood Borne Pathogen (BBP) Personnel Exposure Assessment

6. Written offer of employment should have been extended to prospective Graduate Assistant in accordance with the Offer Template provided by the Office of Human Resources. All written offers of employment must be routed to the appropriate Vice President’s office using the standard routing process.

7. The prospective Graduate Assistant should have returned the accepted/declined written offer of employment to the hiring department. A copy of the accepted offer of employment should be attached to the EGR.

8. An EGR should be routed so that it is approved by the Office of Human Resources, three (3) working days prior to the Graduate Assistant’s start date. Approval of the EGR is contingent upon the successful completion of the above listed items 1-6.

9. Graduate Assistants are required to attend New Employee Orientation (NEO). Email notification will be sent to the hiring department from the Office of Human Resources confirming the hire is approved to attend NEO.

The open hiring period will begin a week prior to the beginning of each semester (Fall, Spring and Summer) not to exceed 30 calendar days.