

**RUSSELL SAGE COLLEGE  
GRADUATE ASSISTANTSHIP PROGRAM**

Thank you for your interest in the Graduate Assistantship Program at Russell Sage College. Graduate Assistantship (GA) positions are sponsored by the College each academic year in an effort to provide qualified graduate students with opportunities to augment their educational experiences with meaningful professional activities through engagement with faculty and/or administrators. The selection process is competitively-based and will include an interview.

Please see the following information regarding eligibility and application requirements as well as guidelines for participation.

- The Graduate Assistantship Application
- Graduate Assistantship Program Policies and Procedures
- Descriptions of potential graduate assistant positions

Please review this information carefully before submitting the assistantship application to ensure that you have a thorough understanding of the Graduate Assistantship Program requirements and responsibilities. Any information provided on this application will be available for viewing by all supervisors seeking Graduate Assistants.

Because of the competitive nature of the GA application process, interested students are encouraged to **submit their GA applications as early as possible** in order to be considered for the largest number of positions.

Please note that the program coordinator **does not place** applicants in positions. If there is a position that you are interested in you are encouraged to contact that supervisor directly and request an interview. Supervisors also have the ability to look at all applications and may contact you regarding a position. General program questions should be directed to the GA Program Coordinator, Margarita Springer, at [gaships@sage.edu](mailto:gaships@sage.edu).

Thank you!

Margarita Springer  
Office Coordinator/GA Program Coordinator  
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518-244-2264

**RUSSELL SAGE COLLEGE**  
**GRADUATE ASSISTANTSHIP PROGRAM POLICIES AND PROCEDURES**

Graduate assistantships are awarded for the full academic year (fall and spring semesters). There are also a small number of summer assistantships available. Acceptance of the graduate assistantship is a commitment to work a minimum of 150 hours per semester (approximately 10 hours per week). The maximum number of graduate assistantships a full-time graduate student may hold is two per year.

Graduate assistantships are comprised of the following components:

- A taxable stipend of \$2,000 (\$1,000 per semester); and
- A tuition waiver equal to six credits (3 credits per semester). The tuition waiver must be used in the semester in which the GA is working, they will not carry forward.

The award of a graduate assistantship may impact (decrease) current loans on a financial aid package. Students in Defaulted loan status or that are over their aggregate loan borrowing limits, as shown on their current NSLDS report, will be ineligible to receive a GA position. Students should confer with the Financial Aid Office staff to discuss their individual circumstances prior to accepting the offer of a graduate assistantship.

The Graduate Assistantship Program is administered by the Coordinator of Graduate Assistantships located in Frear House (room 1) on the Troy Campus. Graduate assistants report directly to an assigned faculty or administrative supervisor. Academic program questions should be directed to the Academic Program Director. Questions pertaining to assigned duties should be directed to the supervisor.

Graduate assistants are required to meet performance expectations established by their supervisors. Assigned tasks must provide benefit to the educational experience and may not be purely clerical in nature.

To be eligible for a graduate assistantship, an applicant must:

- Be a registered, matriculated graduate student; and
- Be eligible for employment in the United States and provide proof of identification as required by law
- Have a NSLDS report clear of any Defaulted status or over-awards
  - Must express interest in a graduate assistantship by completing the application for an assistantship
  - Must have an appropriate visa – cannot be restricted from on campus work.
- Achieve satisfactory academic progress demonstrated by an earned minimum overall grade point average of 3.0 throughout the assistantship period;

- Successfully complete a minimum of six graduate credits per semester (per graduate assistantship position).

**\*\*Undergraduate credit will not be counted towards minimum credit requirements. Credit and grade point average requirements will be verified each semester.**

All graduate assistants are required to meet with their supervisor for an orientation session during the first week of classes in the summer or fall semester.

Graduate assistants may be required to read and sign an acknowledgement of the Family Educational Rights and Privacy Act (FERPA) with the supervisor of the department to which they are working to ensure that graduate assistants understand the importance of their ethical responsibilities with regard to confidentiality in the educational workplace.

Bi-weekly, it is the responsibility of the graduate assistant and their supervisor to complete and submit a supervisor-approved timesheet (activity report) to the Payroll Office. Additionally, each Department may have an internal timesheet which is also the responsibility of the graduate assistant.

The assistantship stipend will not be disbursed until the supervisor-approved activity report is received by Payroll. The tuition waiver will be posted to the student account after the completion of the 150 hours or at the end of the semester. Please note that if the assistantship is terminated for any reason the student's account will be charged for any tuition that becomes due and owing.

In the rare and unforeseen event that an assistant cannot complete a minimum of 150 hours during a semester due to extraordinary circumstances including dismissal; the assistantship award will be reduced based on the number of hours reported during discussion with the supervisor.

**\*\* Failure to submit an approved timesheet (activity report) to Payroll will result in termination of the assistantship. Any unpaid charges on the student's account will be in arrears and subject to late fees and records holds.**

**Please note - The Coordinator of Graduate Assistantships does not place Graduate Assistants.** A list of [open positions](#) is available on the website. Supervisors have access to applications but prospective graduate assistants are encouraged to contact a supervisor directly and request an interview.

**PLEASE NOTE THAT THIS APPLICATION IS FOR INFORMATION PURPOSES ONLY. AN ELECTRONIC VERSION NEEDS TO BE E-MAILED TO GASHIPS@SAGE.EDU TO BE CONSIDERED BY SUPERVISORS.**

Russell Sage College  
Graduate Assistant Application

**Please submit a complete application form and a current resume to the Coordinator of Graduate Assistantships via e-mail at gaships@sage.edu.**

Interested individuals are encouraged to submit an application as soon as possible.

**Name:**

**Student ID:**

**Date of Birth:**

**Semester for which you are applying for a graduate assistantship:**

*Information regarding your application status will be sent to you via your Sage e-mail.*

**Telephone No.:**

**Address:**

**Address 2:**

**Graduate Program to which you were admitted:**

**Date on which you filed your FAFSA:**

*\*If you are not filing a FAFSA for the upcoming year, please indicate N/A for your response.*

*Please note that regardless of FAFSA filing status, Financial Aid will be reviewing all NSLDS loan borrowing reports to check for previous loan borrowing history issues that could possibly make you ineligible to receive the GA position.*

**Off-Campus Activities:** Please check any of the following off-campus activities you will be involved with during the coming academic year (Fall and/or Spring semesters).

Internship \_\_\_\_\_

Field Placement \_\_\_\_\_

Practice \_\_\_\_\_

Clinical \_\_\_\_\_

Outside Employment \_\_\_\_\_

Student Teaching \_\_\_\_\_

[Available positions](#) of interest (list below):

Other (please explain):

**Special Skills: Please rate your skills with the following**

**Proficient      Knowledgeable      No Experience**

Word Processing –  
MS Word, Excel, Powerpoint

Microcomputer Databases –  
Access

Microcomputer Statistics – SPSS

WEB Searching – Google,Explore

Google Drive- Docs, Forms, Sheets

Previous Work Experience – (Summarize meaningful previous work experience):

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Applicant's Signature

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Date

\*Russell Sage College will use your student email as a primary source of communication. Please check your email frequently.