Appendix 481A: Graduate Assistant Template Contract

Adopted: June 30, 2021

Revised:

**Graduate Assistant Template Contract**

**Student’s Name:**

**R# Number:**

**Graduate Assistantship Type:**

**Supervisors:**

**Contract Term:**  **10 months:** **September 1, 2021 – June 30, 2022**

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**TERMS AND CONDITIONS**

**Job Title and Description.**

The Graduate Assistant (“GA”) shall satisfy all of the requirements in the attached job description, a copy of which is annexed to this contract as Exhibit “A” and incorporated herein. In addition to the duties and responsibilities described in the job description, the GA may be given other duties as assigned by the GA’s supervisor(s). The GA represents and warrants that the GA has read and understands the job description, all specific job responsibilities and job expectations.

**Compensation.**

1. Tuition remission up to $8,000.00 per academic year, payable in sums of $4,000.00 per fall and spring semesters

for a graduate program at Ramapo College of New Jersey (the “College”) or graduate student tuition at another university or college. Tuition will be paid at the beginning of each semester once a bill has been provided to the College.

1. Annual stipend of $10,000.00 (based on 10 months/40 weeks), paid in biweekly increments. Applicable federal

and state taxes will be withheld from the GA’s biweekly check.

1. The GA may be entitled to paid sick entitlement based upon hours worked. There are no entitlements to benefits or pay for hours not worked.
2. The GA is not eligible for health and/or pension benefits.
3. The GA shall not receive any other compensation and benefits except as described above.

**Work Hours.**

The GA shall work a maximum of 20 hours per week, which may include limited evening and weekend event supervision as necessary.

**Eligibility for Assistantship.**

The GA mustcomply with the following requirements to remain eligible for the graduate assistantship and provide the College with written documentation evidencing:

1. Enrollment in a graduate program at the College or another college/university for a minimum of six (6) credit hours per semester or two (2) courses per semester, whichever is greater, during the academic year;
2. Proof of course enrollment and good academic standing each semester;
3. Active and satisfactory academic progress towards completion of a graduate degree in an approved graduate (Master’s) program with transcript provided to the Supervisor(s)/Human Resources Department at the end of each semester;
4. A minimum grade point average of 3.0 or higher; and
5. Good academic standing during the term of the contract.

**General Duties and Responsibilities of the Graduate Assistant.**

1. The GA shall respect issues of confidentiality, particularly with regard to student information, staff meeting discussions and departmental/unit business. In the event the GA breaches such confidentiality, the GA may be dismissed from the graduate assistantship.
2. As a member of the College community, the GA understands the importance of serving as a positive role model. In keeping with this function, the GA shall adhere to all College policies and regulations and shall perform all duties in accordance with such policies and regulations.
3. The GA shall attend all required meetings as specified by the GA’s supervisor(s).
4. The GA understands the importance of open and honest communication with other staff members and agrees to offer feedback in a constructive manner. The GA will bring problems, disagreements and criticisms to the attention of the individual(s) involved in order to promote a good working environment. The GA shall refrain from discussing disagreements or making criticisms in a less than professional manner with others.
5. The GA realizes the importance of being sensitive to and respectful of the feelings of other staff members and differing opinions. The GA will seek to be an active listener and effective meeting manager.
6. The GA understands that any concerns will first be brought forward to the GA’s immediate supervisor. If satisfactory solutions are not reached between the parties, the GA’s supervisor(s) will be informed that resolution will be sought with the next level supervisor. The GA will make every attempt to work with the immediate supervisor(s) before proceeding to the next level of supervision.
7. The GA recognizes that the GA may, at times during the graduate assistantship, be presented with issues that implicate College anti-harassment policies. The GA will show overall sensitivity to these issues and will not make any derogatory comments about race, gender, disabilities, sexual preference, etc. that are prohibited by the New Jersey State Policy Prohibiting Discrimination in the Workplace.
8. In an effort to assist students in utilizing the services within the unit, the GA’s office hours will be posted clearly. The GA’s specific hours and schedule will be reviewed and approved by the GA’s supervisor(s).
9. The GA shall maintain a professional and appropriate relationship with students. Any inappropriate behavior will be subject to disciplinary action.
10. The GA represents and warrants that the GA has read and understands the College policies that pertain to the graduate assistant position, including without limitation, the sexual misconduct policy, responsible use of electronic communications and anti-discrimination/workplace harassment policy. The College policies can be accessed on the Human Resources website: <http://www.ramapo.edu/hr/policies-procedures/>.
11. The GA understands that all attempted credit hours in an approved graduate program have to be successfully completed and that no change in graduate programs is allowed. The GA further understands that the GA is allowed to remain in the capacity of a graduate assistant while enrolled in a two (2) year Master’s program. The GA will lose employee status if the GA is not enrolled and registered in a graduate (Master’s) program during each semester in the academic year.
12. The GA understands that a College parking sticker shall be obtained from the College’s Public Safety Department and that all College traffic regulations must be followed. Failure to abide by traffic regulations may result in the revocation of parking privileges of the GA.
13. The GA will participate in regular meetings and formal evaluations with the GA’s supervisor to enhance the GA’s professional learning and job performance.
14. The GA will submit a report at the end of each semester outlining programs and activities for the semester and suggestions for improvements in each area and in job performance to the GA’s supervisor(s).
15. The GA understands that academics are a priority but cannot interfere with the GA’s work responsibilities. Any outside commitments of the GA will be reported to the GA’s supervisor(s) and they will be considered on a case-by-case basis. The GA also understands that documentation of required outside commitments (including academic) shall be provided to the GA’s supervisor(s).

**Performance Evaluations.**

Evaluations of the GA’s job performance will be conducted at the end of each semester by the GA’s supervisor. This contract is subject to the GA’s satisfactory performance as evaluated by the GA’s supervisor.

**Termination/Resignation.**

1. Since the GA is in an hourly, part-time, temporary position, the GA is an at-will employee who can be terminated by the College at any time without notice or severance pay.
2. If the GA fails to maintain the minimum grade point average and/or provide written proof of academic progress, this contract may be terminated by the College.
3. If the GA resigns during the contract term, written notice has to be provided to the College.
4. In the event this contract is terminated by the College or the GA resigns during the contract term, stipend payments will cease immediately. In addition, the GA shall reimburse the College for tuition paid on a pro rata basis.

**Availability of Funds.**

All terms and conditions of the graduate assistantship, including without limitation, compensation, are subject to change and are contingent upon availability of funds.

**Compliance with Laws.**

The GA shall fully comply with all applicable federal, state and local laws, regulations and orders in connection with his/her respective obligations pursuant to this contract.

**Entire Agreement.**

This contract constitutes the entire understanding between the parties regarding this matter, and supersedes any and all such other agreements and understandings relating to the subject matter herein.

**Governing Law.**

This contract, and all claims arising out of or relating to this contract, shall be governed in accordance with the laws of the State of New Jersey, including, but not limited to, the New Jersey Contractual Liability Act, N.J.S.A. 59:13-1, et seq. and the New Jersey Tort Claims Act, N.J.S.A. 59:1-1, et seq.

I have read and understand the provisions of this contract. I agree to abide by all of the terms and conditions set forth above, including without limitation, the job description.

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Graduate Assistant

Date:

APPROVED BY:

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By:

Ramapo College of New Jersey

Date: