

Non-Classified Central Pool Justification Form



Institution:	Arkansas Tech University	Date:	4/30/2014
Requested Authorized Title:	Graduate Assistant (20 positions)	LIM:	\$24,275
Working Title:	Graduate Assistant	Estimated Salary Range:	\$4,800-\$13,000

Board Approval Date	April 17, 2014
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Justification

Currently the institution has 135 positions. For fall, 2013 and spring, 2014, virtually all graduate assistant positions were used, and some departments were not able to have all needed graduate assistants. The addition of twenty positions would meet these needs.

During the period from fall 2003 to fall 2013, Arkansas Tech's enrollment of graduate students has increased from 357 to 887. Graduate degrees awarded have increased over 230 percent since 2003. These increases are due in part to increased efforts in recruiting graduate students and also in large part to the increase in graduate offerings. Since fall 2000, the institution has added fourteen (14) master's degree programs and one educational specialist program. The institution has also consciously increased the number of graduate assistant positions which has allowed some students to enroll who would not otherwise have been able to financially afford to do so. Compared to graduate assistant positions available at ASU, UCA and UALR, the 135 positions Arkansas Tech is currently authorized are insufficient for our size of institution and our new SREB 3 rating.

Educational Requirements

Graduate Assistants must have completed a bachelor's degree and be unconditionally admitted to a graduate master's degree program at Arkansas Tech University. The graduate assistant must enroll in a minimum of six hours of graduate courses per fall and spring semester. The graduate assistant must maintain a 3.00 cumulative grade point average to remain eligible for the assistantship.

Responsibilities and skills required are defined by the department hiring the graduate assistant. With over twenty graduate degree programs based in several academic departments, students hired as graduate assistantships may have differing skill requirements depending on the hiring department. All, however, receive training by the department into which they are hired. Common skills required include the ability to communicate effectively, both verbal and written, and telephone and office management skills.

No special certifications are required.

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Duties

Duties and responsibilities will vary depending on the department where the graduate assistant is housed. Common duties include, but are not limited to:

Answering the telephone

Filing

Miscellaneous office tasks

Assisting faculty with course administration, including grading, keeping attendance, and test administration for courses with large enrollments, Programmatic support including assisting with departmental events and activities

Graduate assistants do not traditionally have supervisory responsibilities.

Additional Information

The additional graduate assistant positions would allow the University to offer employment to more of our growing population of graduate students, giving those individuals the opportunity to improve skills and build their resume. The University always has more graduate students wanting assistantships than the number of positions the University is currently allocated. The additional positions will, therefore, give some graduate students currently not able to continue their educational program the opportunity to do so and alleviate some of their financial hardship.

Decision (for official use only)

Approved

Rejected

Approved with modifications

Deferred

Justifications

Signatures (for official use only)

Institutional Finance

Date:

ADHE Director

Date: