



Search Procedures for Graduate Assistants

Graduate Assistant positions should be made known and available to all students interested in graduate study at Buffalo State College. They should be used as a recruitment tool. Programs expecting graduate assistants should make the announcement with information about the graduate program early in the application process. Students may decide to attend Buffalo State College because of the availability of an assistantship. The Graduate school has adopted new procedures for notification of the availability of assistantships in application and admissions materials.

Graduate assistantships are usually .5FTE temporary staff appointments for a 10 month or 12 month term. Search for graduate assistantships are conducted in a similar manner as searches for other positions of .5FTE or greater AND 6 to 12 months in duration. *The pre-interview report is not necessary for these positions.*

Graduate assistantships are posted on the graduate school website with a link to Human Resources. Departments are encouraged to post the availability of graduate assistantships early in the academic year so students considering Buffalo State will consider applying for an assistantship when they apply for admission to the graduate school programs.

Authorization for awarding the tuition scholarship must be with the prior approval of the graduate office. Applicants must meet the requirements for the graduate school tuition scholarship as well as requirements and conditions established by the department. Consistent with Graduate School policies, every graduate student appointed to an assistantship ***must*** be in good standing in a graduate degree program and maintain a full time registration concurrent with the appointment.

A graduate assistantship is included as a type of search. Students seeking graduate assistantships are informed about the availability of the assistantships in the following manner:

Please click:

[Graduate School](#) (website)

Please click:

[Human Resources](#) (jobs website)

Graduate School Application Materials

Graduate School View book

Graduate School catalog

Other search procedures are at the discretion of the hiring unit. The departments are encouraged to use equal employment opportunity practices in developing the internal processes for the awarding of graduate assistantships.

SEARCH PROCEDURES FOR GRADUATE ASSISTANTS

- Step 1:** Contact HR at ext. 4822 to schedule a meeting for training on using the on-line system.
- Step 2:** Develop on-line Recruitment Plan:
Position Information
Budget Title (GA 10 month or GA 12 month)
Line Number
Salary/Stipend
Department Information
Submitter of Recruitment Plan
Dept. Chair/Director and contact information
Search Chair and contact information
Search committee – names and usernames
Recruitment Plan
Brief Job Description
Required Qualifications
Preferred Qualifications
Anticipated Date of Hire
Application Deadline
Required Applicant Documents
- Step 3:** Receive and screen applications.
Please note that the Pre-Interview Report is NOT required.
- Step 4:** Conduct interviews.
Check references and verify credentials.
- Step 5:** Complete on-line Interview and Recommendation Report.
No offer can be made until the report has been approved.
- Step 6:** Complete on-line Appointment Form.

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