

## RIT GRADUATE ASSISTANTSHIPS

The information below summarizes the University's classification and definition of various types of graduate assistantships.

- Typical assistantships are for one academic year; some include the summer term. Occasionally, appointments are made for one term only.
- Students in assistantships should be compensated based on their assistantship classification within the payrates set by the RIT Graduate School. Current payrates can be found on the [Student Employment website for on-campus supervisors](#). Refer to the *Graduate Assistant Pay Rates for the AY* to ensure the wage, salary, or stipend falls within the rates listed.
- For Federal effort reporting purposes, a full-time assistantship is one in which the graduate student has 20 hours of effort toward the assistantship per week during the academic period (a half-time assistantship is 10 hours per week during the academic period). Graduate students may not exceed 20 hours of work or effort toward their assistantship responsibilities while enrolled full-time in classes and while classes are in session.
- Graduate students may hold multiple assistantships under different classifications, but the total combined effort and hours cannot exceed 20 hours of work or effort toward their assistantship responsibilities while enrolled full-time in classes and while classes are in session.

### Eligibility

1. Student is a full-time or full-time equivalent graduate student at RIT's Henrietta campus
2. Student is under close supervision of RIT faculty/staff
3. The work or research environment is provided by RIT

### Classifications

Four graduate assistantship classifications have been created to ensure consistent treatment of students with similar assistantship responsibilities.

1. Graduate Assistant (GA)
2. Graduate Teaching Assistant (GTA)
3. Graduate Research Assistant (GRA)
4. Graduate Traineeship (GTRN)

#### 1. Graduate Assistant

Graduate Assistants (GA) can perform a variety of tasks to assist and support departments, faculty, staff, facilities, or students. Supervisors must provide a specific job description for the role.

*Tasks for this role could include:*

- Administrative tasks
- Assistance with event planning
- Lead undergraduate student workers for a project or department
- Facilitate projects in an office or serve on short-term college project teams
- Support departmental processes related to student recruitment and marketing
- Direct, manage, or maintain technology, equipment or a computer laboratory
- Assist a faculty member with a research project; engage in literature searches

- Configuration and management of technology used in the delivery of courses
- Assisting faculty in the development of new material for their courses
- Assist faculty in grading student assignments

*Details:*

- Hourly employee
- Paid bi-weekly on actual hours worked
- 20 hours maximum during academic term while classes are in session
- May work up to 40 hours on break weeks and summer; hours over 40 are paid at 1.5 times the hourly rate
- General ledger object code 71130

## **2. Graduate Teaching Assistant**

Graduate Teaching Assistants (GTA) support and assist faculty with teaching and learning activities and tasks. A GTA performs all duties under supervision/ direction the responsible faculty member. Colleges, departments and supervising faculty determine whether supervision is in person based upon GTA and course needs.

*Tasks for this role could include:*

- Conduct classroom instruction under the direction/supervision of RIT faculty
- Set up and lead laboratory section(s)
- Lead a discussion/recitation section in support of a course
- Hold a tutoring session in support of a course taught by a faculty member
- Post materials in MyCourses and respond to student questions in person and virtually
- Hold regular office hours
- Grade student work, which can include posting grades in MyCourses. (Faculty enter final grades in SIS)

*Details:*

- Exempt employee paid a predetermined wage
- Paid bi-weekly salary
- 20 hours maximum during academic term while classes are in session
- Students in this role may also receive tuition remission. More information about tuition remission is available [here](#)
- General ledger object code 71145

## **3. Graduate Research Assistant**

A Graduate research assistant (GRA) conducts original, professional-level research in their field of study which is primarily for the purpose of fulfilling the requirements for an advanced degree.

*Tasks for this role could include:*

- Perform independent research under the direction of a RIT faculty member
- Engage in literature searches
- Perform data analysis
- Design an experiment
- Assist in a faculty member's laboratory
- Co-author a resulting research paper

*Details:*

- Student, non-employee position; no employment relationship exists between the student and the University. Since no employment relationship exists, the student is not subject to FLSA provisions
- Student receives a stipend or subsistence allowance paid semi-monthly
- A GRA cannot exceed 100% effort which is the equivalence of 20 hours. This time limit does not include time spent by the GRA on their own research to satisfy the requirements for an advanced degree. If a GRA is at 100% effort, they cannot hold in any other work position on campus (i.e. GTA, GA)
- Students in this role may also receive tuition remission. More information about tuition remission is available [here](#)
- Object code for GRA master's stipend is 82570; PhD stipend is 82575

**4. Graduate Traineeship (this position will be available starting spring 2026, 2255)**

Traineeship assignments form part of the student's professional training and are viewed as integral to the student's academic development. The Graduate Trainee (GTRN) receives academic credit or satisfies a degree requirement by participating in traineeship. A description of activities related to the traineeship should map both to the granted funding source and the student's academic program requirements and/or culminating project/research.

*Tasks for this role could include:*

- Research or scholarly activities under the direction of a RIT faculty member such as:
  - Engage in literature searches
  - Perform data analysis
  - Design an experiment
  - Assist in a faculty member's laboratory
- Activities related to professional development, community projects, mentoring, or career training
- Curricular or teaching activities related to the student's degree program

*Details:*

- Student, non-employee position; no employment relationship exists between the student and the University. Since no employment relationship exists, the student is not subject to FLSA provisions
- Student receives a stipend or subsistence allowance paid semi-monthly
- A GTRN cannot exceed 100% effort which is the equivalence of 20 hours. This time limit does not include time spent by the student on their own course work or research to satisfy the requirements for an advanced degree. If a GTRN is at 100% effort, they cannot hold in any other work position on campus (i.e. GTA, GA)
- Students in this role may also receive tuition remission. More information about tuition remission is available [here](#)
- Object code for GTRN master's stipend is 82570; PhD stipend is 82575 (these codes are the same as GRA)