

**SCHOOL OF GRADUATE STUDIES, RESEARCH AND ENTREPRENEURSHIP**  
**University of Technology, Jamaica**

Exts: 3204/3139/3124

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**POLICY ON GRADUATE ASSISTANTSHIP (GA)**

**A Graduate Assistantship is a temporary, junior academic appointment of a fixed-term involving responsibilities of assisting faculty in teaching, research and administrative services**

**1.0 Categories of Assistantships**

- .1 **Graduate Research Assistant (GRA)** – serves in research-oriented responsibilities for conducting laboratory experiments, analyzing data, conducting field research, computing programming, researching academic literature and minor supervision of undergraduate projects.
- .2 **Graduate Teaching Assistant (GTA)** – serves in an instructional role with pedagogical (teaching) functions including preparation for conducting of classes, delivery of tutorials, assessment and grading of undergraduate students' work.
- .3 **Graduate Administrative Assistant (GAA)** – assists the University's managers and/or administrative staff in specific administrative duties such as registration, collating administrative data, departmental exhibitions and school marketing, organizing seminars and conferences, working on special projects and performing other administrative duties as may be assigned by the Head of School or Supervisor.

**2.0 Eligibility Criteria**

Only 'full-time' registered graduate students of the University of Technology, Jamaica are eligible for appointment as graduate Assistants. Students must also receive permission of their graduate degree programme to hold an assistantship. Students should have the minimum GPA of 3.0 and maintain good academic standing during their course of study.

## Related Matters

1. Students must have a first degree and other appropriate qualification in a relevant subject area
2. Ability to communicate clearly and write in English Language
3. Willingness to undertake training relevant to the requirements of the post
4. Good knowledge of the required area or field
5. Previous teaching experience or ability to learn/adapt new teaching styles
6. Research/Teaching potential

### 3.0 Workload

A maximum workload of 20 hours per week (40 hours is 1.0 FTE Assignment) is allowed so as not to interfere with graduate research. The maximum hours allowed must include preparation time, administration, marking etc. **GTAs** should not be assisting in more than two modules, not exceeding 6 credits.

Appointment to the post will be for a specified period of not more than one semester (15 weeks) during the academic year (subject to change) or any other faculty/school arrangement to ensure equity in the sharing of graduate assistantship hours among graduate students or as specified in a bursary/scholarship.

### 4.0 Appointment Procedure

#### **Applications must be made on prescribed forms obtainable from the Office of Research and Graduate Studies**

All candidates will be interviewed by the Head of their respective schools in conjunction with the candidates' supervisor and a representative of the Office of Research and Graduate Studies. Names of short listed candidates will be ranked (in order of performance at the interview) and forwarded through the School of Graduate Studies, Research and Entrepreneurship to the Human Resources Department who will issue letters of appointments to selected final candidates.

**University-funded posts of GRAs would be tied to the number of funded, (recognized) research group /projects (at a maximum of 2GRAs per group/ per annum) and the number of GTAs and GAAs would be tied to total number of Graduate students or 2 for every 20 graduate students in a faculty (subject to an annual review). Externally-funded projects have no such limit and are subject to approval of the funding body. A Graduate Assistant is not allowed to hold more than one Assistantship at any given time.**

## **5.0 Remuneration**

All Graduate Assistants will be paid 15% of the part time lecturers' rate. All Graduate Assistants will receive a 50% waiver of their tuition fees, proportioned according to the contracted period of the assignment. Additional on-campus or off-campus employment for GAs is strongly discouraged. Fully-funded GA positions by outside bodies may pay remuneration outside of the standard rate.

## **6.0 Supervision and Progress Reports**

Primary supervision of all GAs will be at faculty Graduate Studies Chair level but the Office of Research and Graduate Studies must be informed of new appointments, termination of appointments and progress and final report of each GA. Annual renewals of GA appointments are contingent on the receipt of satisfactory progress report. This may include, in the case of GTAs, formal student evaluations and performance reviews. Students should be supervised by a senior lecturer.

## **7.0 Vacation, Sick Leave and Other Compensation**

As students, GAs are not eligible for vacation or sick leave except on regular university holidays. The faculty Graduate Studies Chair may however grant discretionary days-off provided alternative arrangements can be made for filling in for absent GAs.

## **8.0 Orientation**

Graduate Assistants will go through a period of orientation, the duration of which will be specified by their respective Schools/Research Units.

## **9.0 Student Insurance**

Please see contract attached.

# UNIVERSITY OF TECHNOLOGY, JAMAICA

## Application for Employment as Graduate Assistant

### POST APPLIED FOR:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> GRADUATE RESEARCH ASSISTANT (GRA) | <input type="checkbox"/> GRADUATE TEACHING ASSISTANT (GTA) | <input type="checkbox"/> GRADUATE ADMINISTRATIVE ASSISTANT (GAA) |
|--|--|--|

### PERSONAL DETAILS

LAST NAME	FIRST NAME	MIDDLE NAME	MAIDEN NAME
<input type="checkbox"/> MR			
<input type="checkbox"/> MRS			
<input type="checkbox"/> MISS			

MARITAL STATUS:
<input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED
DATE OF BIRTH: ..... DD/MM/YR
NATIONALITY:

### PRESENT ADDRESS


TELEPHONE No. HOME: \_\_\_\_\_

WORK: \_\_\_\_\_

CELL: \_\_\_\_\_

HOW LONG HAVE YOU LIVED AT THE ABOVE ADDRESS? \_\_\_\_\_

**EMERGENCY CONTACT**

NAME:

ADDRESS:

TELEPHONE:

**ACADEMIC EXPERIENCE**

SUMMARY OF RESEARCH DONE TO DATE ( A separate sheet may be used):

PUBLICATIONS INCLUDING CONFERENCE PROCEEDINGS ( A separate sheet may be used):

OTHER INTELLECTUAL PROPERTY (Patents copyrights, designs etc.)

TEACHING EXPERIENCE (A separate sheet may be used):

**QUALIFICATIONS**

DEGREE IN VIEW:
DATE OF FIRST REGISTRATION:
FACULTY & SCHOOL:
QUALIFICATIONS ATTAINED INCLUDING YEAR:

**ADMINISTRATION EXPERIENCE**

NAME, ADDRESS & TELEPHONE No. OF PRESENT OR LAST EMPLOYER:
PREVIOUS EXPERIENCE ( including positions held and number of years at relevant posts)

**REFERENCES**

**List three references other than relatives. (1 Academic, 1 Work Related)**

NAME	POSITION	ADDRESS	YEARS KNOWN	TEL. No

**FOR OFFICIAL USE ONLY**

FACULTY GRADUATE STUDIES CHAIR:	
COMMENTS:	
SIGNATURE:	DATE:

FACULTY DEAN:	
COMMENTS:	
SIGNATURE:	DATE:

VP GRADUATE STUDIES, RESEARCH AND ENTREPRENEURSHIP:	
COMMENTS:	
SIGNATURE:	DATE:

**ORGS**  
May 2007  
/att.

**GRADUATE ASSISTANT CONTRACT OF EMPLOYMENT  
GRADUATE RESEARCH ASSISTANT**

**University of Technology, Jamaica**

This contract offers you temporary appointment as a Graduate Research Assistant in the Faculty of.....

Your appointment to the post will be for .....(wks/month(s) during the academic year (and is subject to change). Your period of employment commences .....day of ..... year..... to .....day of.....year.....

You will be required to work for..... hours per week. As a Graduate Research Assistant you may not hold any other form of employment either within the University or off campus. You will be paid a rate of JA\$ ..... per hour and will receive the benefit of a 50% waiver of your tuition fees, proportioned according to the contracted period of the assignment.

Your performance as a Graduate Research Assistant will be subject to periodic evaluations, the results of which will determine the nature and continuation of your contract. On commencement of your job you will be required to attend an orientation session, the duration which will be specified by the respective School/Research Unit.

Your remuneration shall be paid on a monthly basis on the twenty-fifth day of each calendar month, except where this date falls on a holiday or weekend in which event it will be paid on the working day immediately preceding this holiday or weekend. Your salary will be subject to the provisions of the Income Tax Law, and the rules and regulations of the University as they apply in your case.

You are eligible to access the First Life Group Insurance. A copy of your job description along with an Application for Employment are enclosed.

.....  
Dianne Mitchell (Mrs.)  
**Vice President**  
**Student Services & Registrar**

.....  
Jennifer Ellis (Mrs.)  
**Senior Director**  
**Human Resources**

Enclosures

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**I accept based on the terms stated above.**

Signature .....

Date: .....

**GRADUATE ASSISTANT CONTRACT OF EMPLOYMENT  
GRADAUTE TEACHING ASSISTANT**

**University Of Technology, Jamaica**

This contract offers you temporary appointment as a Graduate Teaching Assistant in the Faculty of .....

Your appointment to the post will be for .....(wks/month(s) during the academic year (and is subject to change). Your period of employment commences .....day of ..... year..... to .....day of.....year.....

You will be required to work for ..... hours per week. As a Graduate Teaching Assistant you may not hold any other form of employment either within the University or off campus. You will be paid a rate of JA\$ ..... per hour and will receive the benefit of a 50% waiver of your tuition fees, proportioned according to the contracted period of the assignment.

Your performance as a Graduate Teaching Assistant will be subject to formal student evaluations and performance reviews, the results of which will determine the nature and continuation of your contract. On the commencement of your job you will be required to attend an orientation session, the duration which will be specified by the respective School.

Your remuneration shall be paid on a monthly basis on the twenty-fifth day of each calendar month, except where this date falls on a holiday or weekend in which event it will be paid on the working day immediately preceding this holiday or weekend. Your salary will be subject to the provisions of the Income Tax Law, and the rules and regulations of the University as they apply in your case.

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**Senior Director**  
**Human Resources**

Enclosures

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Signature .....

Date: .....

**GRADUATE ASSISTANT CONTRACT OF EMPLOYMENT  
GRADUATE ADMINISTRATIVE ASSISTANT**

**University of Technology, Jamaica**

This contract offers you temporary appointment as a Graduate Administrative Assistant in the Faculty of .....

Your appointment to the post will be for .....(wks/month(s) during the academic year (and is subject to change). Your period of employment commences. ....day of ..... year..... to .....day of.....year.....

You will be required to work for ..... hours per week. As a Graduate Administrative Assistant you may not hold any other form of employment either within the University or off campus. You will be paid a rate of JA\$ ..... per hour and will receive the benefit of a 50% waiver of your tuition fees, proportioned according to the contracted period of the assignment.

Your performance as a Graduate Administrative Assistant will be subject to periodic evaluations, the results of which will determine the nature and continuation of your contract. On the commencement of your job you will be required to attend an orientation session, the duration which will be specified by the respective School.

Your remuneration shall be paid on a monthly basis on the twenty-fifth day of each calendar month, except where this date falls on a holiday or weekend in which event it will be paid on the working day immediately preceding this holiday or weekend. Your salary will be subject to the provisions of the Income Tax Law, and the rules and regulations of the University as they apply in your case.

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Signature .....

Date: .....