**DEPARTMENT OF POLITICAL SCIENCE**

**INFORMATION ABOUT GRADUATE ASSISTANT POSITIONS**

**TYPES OF GRADUATE ASSISTANT POSITIONS**

Three types of Graduate Assistant (GA) positions exist within the Department of Political Science. GAs work under the supervision of the Graduate Coordinator*.* GA positions are defined by UPPS No. 07.07.06 section 02.01 a-c as follows:

* *Graduate Instructional Assistant (GIA)*

A GIA is **not a teacher of record** but is responsible for a specific group of students and assigns some portion of these same students’ grades. A GIA is employed by an academic department. Graduate instructional assistants are normally appointed for a semester and, with positive review, the position may be renewed. The Department of Political Science typically assigns a GIA to a Political Science faculty member. A GIAs duties may include record-keeping relating to class attendance, grades, extra-credit, organizing and providing study sessions, drafting study guides, duplicating handouts and examinations, proctoring tests, and tutoring and communicating with students.

* *Graduate Teaching Assistant (GTA)*

A GTA **is a teacher of record** for an organized class. Graduate teaching assistants receive a faculty contract for a semester and, with a positive review, the position may be renewed. The Political Science Department may employ a GTA in a lower-level undergraduate course for which the GTA is completely responsible. GTA responsibilities include teaching, record-keeping, and assignment of grades. Absent prior 12th grade Advanced Placement Government or college political science teaching experience, GTAs will have prior GIA experience. Only students with an outstanding academic record will be considered for a GTA position.

* *Graduate Research Assistant (GRA)*

A GRA is employed by a department or university office. Responsibilities may include research, technical assistance and institutional support. GRA can be appointed for a semester, the academic year, or the duration of a research project or any portion thereof, and paid on a monthly basis.

**ELIGIBILITY REQUIREMENTS**

* As per UPPS N0. 07.07.06 section 03.01 a-c, all GA applicants must be unconditionally accepted into a graduate degree program, must be enrolled in and complete a minimum of nine graduate semester credit hours (SCH) in a graduate degree program each fall and spring semester of employment and in at least three SCH during the summer if their initial employment is in the summer. The dean of the Graduate College must approve graduate assistants taking more than 12 graduate SCH of course work per fall or spring semester, or those taking more than six graduate SCH per summer session. The student must also maintain a minimum 3.0 Texas State grade point average in course work leading toward the completion of a graduate degree during the semester of employment.
* All GAs must enroll in POSI 5100-Practicum in Teaching Political Science in each of first three semesters of employment as a GA. (The student pays the cost of the course and is reimbursed once the necessary paperwork is processed. The paperwork is usually not processed in time to meet the tuition payment deadline. The reimbursement amount is deposited into the student’s University account.  The student does not physically receive the reimbursement.)
* All GAs are expected to work an average of 20 hours per week.
* A GTA must have completed 18 in-class MA political science program graduate SCH toward the graduate degree to be eligible to be a teacher-of-record. GTAs are expected to have taken graduate hours in the field of American Politics.

Most applicants will be hired to assist in POSI 2310, Principles of American Government and POSI 2320, Functions of American Government.

A limited number of students may be hired for POSI 3300: Basic Political Ideas and POSI 3301: Basic Political Institutions, and writing tutors based on department need. Students wishing to be considered for these positions must provide a writing sample.

Two assistantship positions supporting POSI 3328: Public Finance Administration and POSI 3377: Analytical Techniques are available. Students wishing to be considered for these positions must have completed the undergraduate courses in statistics and finance with a 4.0 GPA.

Pursuant to UPPS No. 07.07.06 section 01.02 c-d:

Specific objectives of the Graduate Assistant Employment Program are to complement and strengthen the educational program and support the educational goals of the student; and to assure that Texas State’s graduate assistant employment policies are competitive for recruiting at the state and national levels.

Applicants will be prioritized to meet departmental needs according to the following:

1. MA Graduate Program students with graduate political science program hours, at least a 3.0 GPA and three positive references.
2. MA Graduate Program students without graduate political science program hours but with an undergraduate political science major, at least a 3.0 GPA and three positive references.
3. MA Graduate Program students without graduate political science program hours but with at least 18 hours of **advanced** (3000 course level) undergraduate political science coursework emphasizing American Political Theory and Institutions, at least a 3.0 GPA and three positive references.
4. MPA Graduate Program students with graduate program hours and an undergraduate political science major or at least 18 hours of **advanced** (3000 course level) undergraduate political science coursework, at least a 3.0 GPA, three positive references and successful completion of POSI 3328 and/or 3377 with the grade of “A”.
5. MPA Graduate Program students without graduate program hours but with an undergraduate political science major or at least 18 hours of **advanced** undergraduate political science coursework including POSI 3328 and/or 3377 with the grade of “A”, at least a 3.0 GPA and three positive references.
6. LS Graduate Program students with graduate program hours and an undergraduate political science major or at least 18 hours of **advanced** (3000 course level) undergraduate political science coursework, at least a 3.0 GPA, and three positive references.
7. LS Graduate Program students without graduate program hours but with an undergraduate political science major or at least 18 hours of **advanced** undergraduate political science coursework, at least a 3.0 GPA, and three positive references.
8. All other graduate program students may be considered based on department need.

**SALARY AND BENEFITS**

Typically the salary range for a first year GIA is about $5,076 per semester and GTA is about $5,751 per semester. The GA positions as defined in Sections 02.01 a-c are paid in accordance with the salary schedule in the University Pay Plan. Benefits are available and information concerning benefits can be provided by the Department of Human Resources.

GAs’ contracts are from 09/01 to 01/15 for the Fall semester and 01/16 to 05/31 for the Spring semester. All GAs are expected to be available during the entire contract period.

**HIRING PROCESS AND DEADLINE FOR ASSISTANTSHIPS**

Applicants must complete and submit application packet to: Department of Political Science, 601 University Drive, UAC 355, San Marcos, TX 78666; ATTENTION: GRADUATE ASSISTANTSHIP OFFICE; or submit electronically to: cr09@txstate.edu. A complete application packet will consist of: (1) Application for Graduate Assistant position, (2) a resume, (3) an undergraduate transcript (can be printed off CATSWEB if applicant graduated from Texas State; a copy of official transcript for all undergraduate coursework if applicant graduated from another university.), (4) three references (see application packet), and where relevant a writing sample. A selection committee appointed by the Chair of the Department of Political Science will review and rank applications and make hiring recommendations to the Chair. It is a competitive hiring process and references will be contacted; personal interviews with finalists for the positions may be requested.

**Review of applications will begin March 1, 2017 and continue until all positions are filled.**