
GRADUATE ASSISTANT FACT SHEET

APPOINTMENT:

Graduate Assistants are appointed in the title of Graduate Assistant A, Graduate Assistant B, Graduate Assistant C, or Graduate Assistant D. Graduate Assistant appointments typically cover a twelve-month period from late August through late August of the following year. Occasionally a Graduate Assistant may be appointed for a semester, which covers a six-month period. You may refer to your appointment letter for the specific appointment period and salary information.

GRADUATE ASSISTANT A's are not permitted to accept any other CUNY employment.

SUMMER EMPLOYMENT:

Summer employment is permitted once a yearly agreement between CUNY and the PSC is ratified each spring.

SOCIAL SECURITY:

Social Security taxes should not be deducted from full-time doctoral students' graduate assistant paychecks.

SALARY INCREMENTS:

Salary step increases/increments are effective on the January 1st following ten months of continuous service.

UNION DUES:

1% of gross earnings are deducted from each paycheck (also known as Agency Shop Fee).

HEALTH INSURANCE:

Graduate Assistants are eligible for health insurance coverage through NYSHIP. For information please contact Scott Voorhees, NYSHIP Coordinator, at svoorhees@gc.cuny.edu.

EVALUATIONS/OBSERVATIONS:

GTFs will be observed for each class taught during the semester. Other Graduate Assistants including GAA's, CWFs, MITFs, CPRFs, and CCPFs will have an annual evaluation during the spring semester. Signed evaluations are sent to the Office of Human Resources and retained in your personnel file.

WORKLOAD REPORTING FORMS:

Workload Reporting Forms must be completed each semester you are a graduate assistant. The WRF should be signed by the Chair of the school where you are working, your program Executive Officer and submitted to the Office of Human Resources within the first two weeks of the semester. Please be sure to complete the form in its entirety.

CHANGE OF PERSONNEL DATA:

With a change of personnel data or employment status, it is important to notify the Office of Human Resources in writing.

RESIGNATION:

The Office of Human Resources and the Provost's Office must be notified immediately in writing. Please write or email Teena Costabile at TCostabile@gc.cuny.edu and Anne Ellis at AEllis@gc.cuny.edu with the date of your resignation.

THE CITY UNIVERSITY OF NEW YORK VOLUNTARY SAVINGS PLANS:

The following plan options are available:

- Teachers Insurance Annuity Association of America (TIAA) 403(b) Tax Deferred Annuity (TDA) Plan (as pre-tax TDA contributions and/or post-tax Roth contributions), 1-800-842-2252, www.tiaa.org/cuny
- NYS Deferred Compensation Plan 457(b), 1-800-422-8463, www.nysdcp.com

TUITION:

Consult the Office of Financial Aid or your Executive Officer for details

IMPORTANT CONTACTS AT THE GRADUATE CENTER:

Willima Tandrian, Supervisor of Payroll
Nadine Brydson, Assistant to the Director of Payroll
Payroll Office, 8th Floor Room 8.106.05
Telephone: (212) 817-7630
E-mail: WTandrian@gc.cuny.edu or NBrydson@gc.cuny.edu

Kaleema Freeman, HR Generalist / TBD, Graduate Assistant Coordinator
Office of Human Resources, 8th Floor, Room 8.403
Telephone: (212) 817-7700
Fax: (212) 817-1639
E-mail: KFreeman@gc.cuny.edu

Scott Voorhees, NYSHIP Coordinator
Office of Student Affairs, 7th Floor, Room 7.301
Telephone: (212) 817-7400 (x7406) Office
Fax: (212) 817-1621
E-mail: SVoorhees@gc.cuny.edu

Anne Ellis, Associate Director of Graduate Assistant Programs
Office of the Provost, 8th Floor, Room 8.113
Telephone: (212) 817-7200
E-mail: AEllis@gc.cuny.edu