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.

PAYDAY:

Bi-weekly on Thursdays; checks are available on Wednesday after 3:00 p.m. at The Graduate Center, Bursar’s Office, Room 8105.07. Paystubs are mailed to the home address for those enrolled in the Direct Deposit Program.

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.