New Graduate Assistant Orientation

August 23, 2019
Welcome to MTSU

Types of Assistantships:

• Graduate Administrative Assistant
  • Varies depending on department
  • Assigned duties of an administrative or clerical nature
  • Must fill out a timesheet
• Graduate Research Assistant
  • Varies depending on department
  • Could be assisting faculty in their research or be part of a research team
• Graduate Teaching Assistant
  • Varies depending on department
  • Includes teaching a class or a lab
Is there one? I cannot find it. Refer to website?
Tuition and Enrollment

• Tuition is linked to enrollment

Stipend

• For 12 month contracts – 12 equal installments beginning September 30 ending August 31. They will be on the last day of the month.
• For 9 month contracts – 8 equal installments beginning September 30 and ending April 30.
• Semester Appointments – 4 equal installments based upon start and end dates.
Taxes and Parking

Taxes

• Stipends are subject to federal withholding tax.
• Administrative Assistants are subject to federal withholding tax on their stipend and the value of the tuition
  • The value of tuition is added to the taxable wage amount in box one on the employees W-2 (you may want to adjust your W-4)

• Graduate Assistants taking 5 or more hours are not subject to Social Security or Medicare tax. Note: If you take less than 5 hours (summer) then these will be deducted.

Parking

• Will be allowed to upgrade to White faculty/staff parking permit for a nominal fee
Who to Contact and When

• If you cannot be at your assignment, contact your faculty supervisor.

• If your tuition has not been paid, contact CGS.

• If your stipend has not been paid, contact CGS.

• If you have problems with enrolling in classes, contact your department secretary or executive aide.