Georgia State University College of Law
Facutly/Administrative

Graduate Research Assistant Information

TERMS OF EMPLOYMENT

Appointment Type	Required Minimum Enrollment Hours	Total Minimum Work Hours Per Semester	Tuition Waiver	Stipend	Semester(s) Available
Fall/Spring - LRA 1	9	100	Half	$1,000 per semester	Spring Fall
Summer - LRA 1	3	50	Half	$500	Summer Only
Fall/Spring Fractional Appointment	9	<100	None	$TBD*	Spring Fall
Summer Fractional Appointment	3	<50	None	$TBD*	Summer Only

*Stipend amount will be prorated based on number of service hours.

REQUEST FORMS

Before a student can assume a position as a research assistant, a request form must be completed, approved by the requesting faculty member or department head, and returned to the College HR Officer (Room 407 UL).

BASIC REQUIREMENTS FOR STUDENTS

- Must have **completed the first year full-time program**.
- Must be **enrolled for a minimum of 9 semester hours during the fall/spring semester or 3 hours during the summer semester).**
- **Cannot take academic overload** during semester of employment.
- **Can not serve as a student assistant or any other employment category** in another department or college except as a research assistant.

WORK SCHEDULE

Work schedules are coordinated by the requesting faculty member and student.

COMPLETION OF GSU HIRE PACKET

Students who have not worked for Georgia State University within the past six months will need to complete a GSU Hire Packet. This information must be on file before compensation can be received. This information should be completed at the Human Resources Office, Suite 330 One Park Place South.

TUITION REDUCTION/BOOKSTORE DISCOUNT

Research Assistants will receive ½ tuition reduction. All GRA's are currently eligible for a 10% discount at the GSU Bookstore.

STIPEND DISTRIBUTION

Effective September 1, 2003 employee pay statements will be viewed though the University's Electronic Pay Advice system. You will receive instructions on how to access your pay statement when you complete your hire packet at the University's HR office. Attached to this form is a list of frequently asked questions about the Electronic Pay Advice system.

THE 2006-2007 LAW GRA PAYROLL SCHEDULE IS AS FOLLOWS:

Fall 2006	Spring 2007	Summer 2007	Fall 2007	Spring 2008
September 29, 2006	January 31, 2007	July 13, 2007	September 28, 2007	January 31, 2008
October 31, 2006	February 28, 2007	August 15, 2007	October 31, 2007	February 28, 2008
November 30, 2006	March 30, 2007		November 30, 2007	March 30, 2008
December 22, 2006	April 30, 2007		December 31, 2007	April 30, 2008
	May 31, 2007			May 31, 2008

**If you have specific questions regarding your status as a GRA, you may find the following telephone numbers helpful:

IMPORTANT TELEPHONE NUMBERS		
Concern	**Contact Person**	**Contact Telephone Number**
General Inquiries Employment Information Payroll Information Bookstore Discounts GRA Panther Card Photocopy Activation & Information	Anjelica Lymon, College HR Officer Law-Associate Dean's Office (Admin.) Room 407 Urban Life	(404) 651-4165
Financial Aid	Benita Matthews, Sr. Counselor Student Financial Aid Office Room 102 Sparks Hall	(404) 651-2227
Student Accounts	Student Accounts Room 100 Sparks Hall	(404) 651-2362
Registration	Patricia Rackliffe, Associate Registrar Law-Registrar's Office Room 335 Urban Life	(404) 651-4166
Law Library GRA Benefits	Terrance Manion, Electronic Services Librarian Law Library	(404) 651-4212

11/06