Student Assistants for Faculty

School of Communication and Information
Updated for 2014-15

Rutgers University recognizes the positions of Teaching Assistant and Graduate Assistant as roles performed by graduate students that support teaching, research, and service. TAs and GAs are covered by the Rutgers-AAUP/AFT bargaining agreement; they work an average of 15 hours/week.

Over the past few years, the School of Communication and Information has developed norms for hiring students in other categories to support teaching, research, and service. To make transparent and consistent the compensation for students in these other roles, the school has implemented the following categories.

Please note that the categories below will not be appropriate for all situations, and therefore the school will continue to appoint hourly-paid student workers for a variety of functions. Two examples of cases when hourly-paid assistants will be hired include (a) externally-funded research projects that require such payment and (b) situations when it is not possible to predict in advance the number of hours to be worked by the student from week to week.

Also please note that before any student assistant can work any hours, you must notify the business office of their appointment and the student must be enrolled in the UHR/payroll system.

Program assistant - works with a chair, director, or other individual to support administrative duties; may create documents, organize events, update websites, maintain departmental/program data, etc. A program assistant will work up to 15 hours/week. The compensation will be equivalent to PTL salary, which in the current year is $4,800 for a semester.

Research assistant – works with a researcher on a specific area of inquiry; may record and analyze data, conduct literature reviews, abstract information, develop research protocols, conduct focus groups and interviews, complete IRB forms. A research assistant will work up to 10 hours/week; the compensation will be $3,000 for the semester.

Instructional assistant – works with the primary teacher of a class, in support of the instruction; may attend class, take attendance, set up equipment and materials in the classroom, hold regular office hours, offer review sessions periodically through the semester, update online course materials, prepare materials for distribution to the class, grade papers and exams according to a rubric supplied by the teacher, and/or run scantron-type sheets. An instructional assistant will work up to 10 hours/week; the compensation will be $3,000 for the semester.

Grader – works with the primary teacher of a class, in support of the instruction; may update online course materials, prepare materials for distribution to the class, grade papers and exams according to a rubric supplied by the teacher, and/or run scantron-type sheets. A grader will work about five hours a week; the compensation will be $1,500 for the semester.