

## UNDERGRADUATE ASSISTANTSHIP POLICY

Undergraduate Assistantships are positions in which financial support is given to undergraduate students who have demonstrated superior aptitude in their field of study and appear likely to render a high quality of service, who performs specific services (see definitions listed below) in furtherance of his/her undergraduate education and possible future graduate education. An Undergraduate Assistant must demonstrate above-average performance (minimum 2.5 GPA at the time of employment), have completed at least 30 semester hours and be enrolled at least half time in an on-campus ECU undergraduate degree program (minimum 6 sh fall/spring semesters). It is the responsibility of the Faculty Advisor/Immediate Supervisor to verify the GPA and enrollment requirements. Non-degree students are not eligible for assistantships. Students who are carrying out specific duties that are appropriate to hourly work should not be paid an assistantship. For these workers the appropriate designation is self-help or work-study.

**Undergraduate Teaching Assistantship (UGTA):** An agreement for which financial support is given to an undergraduate student who provides a variety of services related to academic support. UGTA positions include lead tutors for the Pirate Academic Success Center and teaching assistants for laboratory or lecture courses.

**Undergraduate Research Assistantship (UGRA):** An agreement for which financial support is given to an undergraduate student to assist faculty with research or creative projects. The student is required to perform research or projects as directed by a faculty mentor or supervisor. Often the faculty mentor is a principal investigator working on an externally-funded grant/contract. URCA awards fall under this category.

Assistantships may be awarded per semester or for an academic year. The number of hours required to work and the salary varies with each department, but the recommended wage rate is \$8-10/hour. Most assistantships will be 5-25 hours a week depending on the departments' need and available funding. Undergraduate assistants should not work more than twenty-five hours per week during the academic year to maintain their GPA. Undergraduate assistants are limited to twenty-five hours per week in the summer, fall, and spring semesters in any combination of appointments - UGTA/UGRA, Self-Help, and Federal Work Study. Foreign students (non US citizens who have an F-1 or J-1 visa) are limited to twenty hours per week, no exceptions (this is a federal requirement).

Students are eligible for assistantships in the summer if they had been enrolled in the spring and are registered for the fall. Students are ineligible for assistantships if they are not registered for classes by census day. Census day is defined as the day that enrollment is captured and, concurrently, how ECU's funding is awarded. A good rule of thumb to follow is to make sure that anyone on an assistantship is registered on or before the last day to add classes each semester.

Departments must issue a signed undergraduate assistantship contract for each undergraduate assistant hired. The contract must describe the student's duties, expected products and metrics and include the name of the faculty/staff member supervising them.

It is necessary that all units hiring Undergraduate Assistants have the original signed contract in the students personnel file. Once the contract is signed, the hiring unit will complete an EPAF.

For a new hire Undergraduate Assistant, use EPAF HN0010. For adding an Undergraduate Assistant job, use EPAF AJ0007.

There are three different position numbers to use based on funding: State Funds- U16065; Special Funds- U06067; Grant Funds-U06069

The EPAF should have the following approval levels:

- 1) Student 1-9 Approval, Level 85, Approve
- 2) HR IPS, Level 98, Apply

Individual colleges may require additional approval levels. Budget office approval is not required for state-funded assistantships. If you are using special funds or grants funds, please check with the funding source to determine if they should be included as an approver on the EPAF.

You must also scan and email a copy of the signed contract to the Student Employment at the email address [UGAssistantships@ecu.edu](mailto:UGAssistantships@ecu.edu). Undergraduate Assistant EPAF's will not be approved until copies of the signed contracts are received. The EPAFs will not be approved by the Student 1-9 approval level until the original completed 1-9 forms have been received. Tax forms and direct deposit forms are sent directly to the payroll office.

Undergraduate Assistants are paid semi-monthly through a salary or stipend and do not keep time sheets. The mentor/supervisor should closely monitor the performance of the student throughout the appointment; if the performance is not as expected, the supervisor has the option to terminate the appointment before the contract ends. The end date of appointment serves as the notice of termination; therefore, no notice of non-reappointment will be given. If the program wishes to reappoint the student, a new contract must be issued. If a student terminates or withdraws from the undergraduate degree program, the undergraduate assistantship may be terminated at the same time and the University is under no obligation to allow the student to transfer to another degree classification. The student must comply with all applicable state and federal laws, rules, and regulations, as well as the policies, regulations and rules of the Board of Governors of the University of North Carolina and East Carolina University as written and as may be amended. Undergraduate assistants are classified as temporary student employees and are not permanent employees of ECU.