We are pleased to announce several enhancements to the Graduate Assistant/Doctoral Fellow selection and appointment process.

The Office of the Provost has been working with a team comprised of Human Resources, Payroll and Information Technology to automate and streamline the current Graduate Assistantship/Doctoral Fellowship process. The new process integrates the request for an Assistantship/Fellowship into the application to graduate school. Contracts and applications are now automated, thus reducing significant paper and ensuring a fair and consistent process including the student’s ability to view and sign their contracts online. The new system also allows the tracking of all graduate students that have applied for and received/not received a Graduate Assistantship or Doctoral Fellowship.

Below are the steps representing the enhanced process for academic Graduate Assistantships and Doctoral Fellowships. (Steps 1-4 remain identical to before)

1) Students apply and complete the online Graduate Assistantship or Doctoral Fellowship application.
   [http://www.stjohns.edu/admission-aid/graduate-admission/graduate-assistantships-and-fellowships]

2) Academic Chairs and/or Graduate Directors, together with the Graduate Education Policy Committee, reviews applications for admitted students for academic Graduate Assistantship/Doctoral fellowship positions.

3) Qualified students are selected and the Chair or Graduate Director submits the names of the selected students to the Dean’s office.

4) The Dean’s office completes an Electronic Personnel Change Form (EPCF).

5) Using information from the EPCF an online contract is created on UIS for the student selected to receive a Graduate Assistantship or a Doctoral Fellowship.

6) An email is generated to the graduate student with instructions on how to login to UIS and under the Student Tab the Graduate Assistantship/Doctoral Fellowship Agreement will display with the terms of the assistantship.

7) Students will review the contract and accept the agreement online.

8) Emails are generated throughout the process to inform both the hiring department and the Graduate Assistant/Doctoral Fellow on status and the next required steps.
In addition to these enhancements, additional reports will be available that allows the tracking of graduate students that have applied for an assistantship. This reporting process, called APEX, allows departments and academic units to view (i) students that have applied for a Graduate Assistantship or Doctoral Fellowship, (ii) students that have been selected to receive a Graduate Assistantship or Doctoral Fellowship, and (iii) students that have applied but not received an academic assistantship.

Using this APEX report academic departments will have an opportunity to recommend qualified graduate students, which were not selected for an academic assistantship, for a non-academic Graduate Assistantship position throughout the University. This will enable non-academic units to have access to some of the best qualified students and will increase the ability of academic departments to attract and retain the best graduate students at the University.

Students already holding an academic assistantship will grandfathered into the process.

For all non-academic units

1) A modified Request for a Non-Academic Graduate Assistant template has been posted on The Office of the Provost page (http://www.stjohns.edu/about/administrative-offices/provost) that requires a description of the students learning experience, how it relates to the student’s field of study and how the student will benefit from the Graduate Assistantship.

2) Requests for a non-academic Graduate Assistant will require the approval from the department Vice President or Senior level before the request is sent to the Vice-Provost for Graduate Studies and Research for approval.

3) Once approved, the non-academic Graduate Assistantship position will be posted online for all students to view (http://www.stjohns.edu/admission-aid/graduate-admission/graduate-assistantships-and-fellowships).

4) Non-academic Graduate Assistantships should be posted by the 1st of April in any given year (for Fall 2015 this date does not apply but positions should be posted as soon as possible) in order for students to view assistantship opportunities well in advance of the start of the Fall semester and for academic units to direct students towards these opportunities.

5) All graduate students interested in a non-academic Graduate Assistantship must apply online as described for academic assistantships. A student will not be accepted for an interview if the online application is not available on the APEX report.

Students already holding a non-academic assistantship will be grandfathered into the process but hiring managers are required to submit the completed Request for a Non-Academic Graduate Assistant document as described.

The new process will take effect Fall 2015 but will also be applicable to summer 2015 assistantships.

Since the process is new and training may be required please send the department/unit representative’s contact information to Mary Cascio, casciom@stjohns.edu in the Office of Human Resources and she will notify them of trainings being arranged.

Any questions regarding access to the EPCF menu should be directed to David Martinez, martined@stjohns.edu Director of Payroll and HRIS in the Office of Human Resources.

A PowerPoint presentation explaining the EPCF is posted for you to review on: http://www.stjohns.edu/about/administrative-offices/provost/hiring-non-academic-graduate-assistants