

## General Information about Graduate Assistantships

A graduate assistantship is a non-tenurable, nine or 11 month appointment requiring recipients to conduct research or teach courses for 10 or 20 hours per week. The Department of Nursing offers a limited number of research-oriented graduate assistant (GA) positions, generally associated with specific projects. These positions are advertised as they become available.

### Eligibility

To be eligible for a GA position, students must meet the following requirements:

- Be admitted or enrolled in a graduate degree program at the University of Hawai'i at Manoa.
- Maintain a Grade Point Average (GPA) of 3.0 or better.
- Register for and complete of a minimum of 6 credits of degree-related course work each semester within the appointment period.
- Possess an acceptable undergraduate background or the necessary experience to execute the duties of the assistantship.
- Demonstrate a high level of English proficiency (if applying for a GA position with teaching duties).

Graduate assistants are awarded tuition waivers, but must pay the requisite student fees. To receive the tuition waiver, a [GA Tuition Exemption Request Form](#) must be submitted to the Graduate Division Fellowships and Scholarships Office, Spalding 354D. GAs also receive financial compensation and are paid in bi-monthly installments over a 12 month period. The BOR-approved pay schedule and additional information on compensation is available on the [Graduate Division website](#).

The maximum course load for GAs is 9 credit hours. To enroll in more than 9 credits, a [GA Credit Overload Petition Form](#) must be completed and submitted to the Graduation Division Fellowships and Scholarships Office, Spalding 354D.

Reappointment is conditional on continued eligibility and satisfactory performance as a GA. Assistantships may be terminated prior to the end of the appointment period due to the GA's inability to complete assigned tasks, misconduct, failure to meet the requirements listed above, lack of funding, or by mutual consent. GAs who resign prior to serving a minimum of three-quarters of a semester are liable for repayment of the tuition exemption.

### How to Apply

Graduate assistant positions are advertised on the [Work at UH](#) webpage. Each position description includes application requirements which may include the submission of a cover letter, current CV, GPAs, and letters of recommendation.

Assistantship opportunities offered by the Department will also be posted on the SONDH website and announcements will be sent to nursing students via the Listserv.

For more information on Graduate Assistantships, visit the [Graduate Division website](#) or contact DebraLee O. McGee (808)956-5523 or email [dmcgee@hawaii.edu](mailto:dmcgee@hawaii.edu)