

Graduate Associate Appointments

College of Public Health

Graduate students can receive financial support as Graduate Associates (GA), by working as Teaching Associates (GTA), Research Associates (GRA), or Administrative Associates (GAA). These appointments include a monthly stipend and cover the cost of tuition and general fees. Students must remain in good academic standing, adhere to the [code of student conduct](#), and make reasonable progress toward receiving their degree to be eligible for these types of financial aid in order to maintain the GA appointment.

A limited number of Fellowships are available each year to students and are only awarded to students that meet certain criteria. Fellowships may be awarded through the Graduate School's Fellowship Competition or the College of Public Health. Applicants interested in being considered for one of these do not need to complete additional forms or request Fellowship nomination consideration as these are handled through the College's Graduate Studies Committee.

Graduate Appointments (GTA, GRA, GAA)

Stipend amounts for students who are appointed as GA's are determined by the College and meet or exceed the University's minimum stipend level. Current stipend levels for both masters and doctoral level students can be obtained by e-mailing CPH-HR@osu.edu.

GA's who are appointed on research projects may on occasion have variable stipend levels but should meet the College's guidelines.

All GA's will receive a contract outlining the terms of the appointment. Students must review and sign the contract prior to being hired.

Most GAs are 50% appointments (20 hours/week) which covers monthly stipend, tuition and general fees. On occasion GAs may be appointed at 25% (10 hours/week), in which case, stipend amounts as well as tuition and fee coverage are reduced by half. Contract lengths can vary, some will be annual, others by semesters, depending on the appointment type provided but **must** always be in increments of semesters. Supervisors wishing to appoint GAs at more than 50% must request permission from the graduate school before the hire can be processed.

The College of Public Health will do everything possible to make GA appointments in a manner such that students will not be billed for tuition. If a GA fails to register for classes according to the [schedule](#) published by the Registrar's Office or class/registration information provided by the Graduate Program Coordinator, the student will be responsible for any late registration penalties that are assessed.

The GA will also be responsible for obtaining health insurance as a condition of enrollment. Please refer to the Graduate School website, www.gradsch.ohio-state.edu for more information.

Primary Duties

GRAs are responsible for conducting research in collaboration with the faculty research advisor (supervisor). The duties specific to a given assignment will be provided to the GRA in their contract.

*GTA*s may be responsible for the following types of duties: teaching recitation sections, supervising laboratory sections, grading assignments associated with the course to which they have been assigned, holding office hours, attending lectures associated with the course to which they have been assigned, proctoring examinations, assisting their supervisor with the preparation of materials for use in class. *GTA*s may have to perform all or a portion of the aforementioned duties depending on the class to which they have been assigned for a given semester. The duties specific to a given assignment will be provided to the *GTA* in their contract prior to the beginning of a given semester.

*GAA*s may be responsible for the following types of duties: assisting departmental offices such as the Personnel Office, the Graduate Studies Office and other administrative work that does not involve direct student contact. The duties specific to a given assignment will be provided to the *GAA* in their contract prior to the beginning of a given semester.

Supervisor Name and Contact Information

The supervisor of a *GRA* is either faculty advisor or the faculty funding the student's work.

The supervisors for *GTA*s for a given semester will normally be the division chair.

The supervisor for *GAA*s may be a faculty member or senior staff depending on the duties and funding source.

Required Orientation/Training for Appointment

Other than first-year orientation, there is no required orientation for *GRAs*, however there may be additional trainings required depending on the assignment. All *GTA*s and *GAA*s will be notified as soon as possible in advance of any required orientation

All *GAs* will be required to meet with CPH human resources to complete new hire paperwork before beginning their assignment and all appointments are contingent on the university's verification of credentials and other information required by law and/or university policies, including but not limited to a criminal background check.

Further Information for Graduate Associate Appointments

[Privacy and Release of Student Record Information](#)

[University FERPA Policy](#)

[Code of Student Conduct](#)