

GRADUATE OFFICE ASSISTANT

The Graduate Office Assistant (GOA) is the title given to graduate assistants when there are no expectations of classroom teaching or grading. This individual may staff an open laboratory, studio, or workshop, where students complete assignments or work on projects; provide non-graded, individual instruction or tutoring; or help faculty prepare and manage classroom materials. The office assistant may also perform academic duties such as assisting in non-central roles of faculty research. An office assistant may also be assigned to a wide variety of other responsibilities that are not related to instructional or research processes but support the mission of the University. Graduate students who have appointments in non-academic units are always classified as office assistants.

The Graduate School reserves the right to withdraw an assistantship appointment at any time because of failure to meet basic eligibility requirements, including maintaining adequate academic performance (3.0 GPA) and satisfactory progress toward degree, or for violation of University policies. Units may also withdraw an assistantship based on failure to follow guidelines or for substandard performance in assistantship duties.