

GRADUATE STUDENT EMPLOYMENT ENROLLMENT GUIDANCE

Updated: 2/15/2024

Situation	Type of Work	Position	Permitted Work Hours	Registration Status Required	Tuition Waiver	Notes	Approval needed by VP-GEFD?
Student is doing research on a sponsored project for the entire semester at 1/2 to 1/3 time	Research	GRA	13-20 per week	12+ Credit Hours	Yes		No
Student is engaged in teaching-related work 1/2 to 1/3 time	Classroom	GTA	13-20 per week	12+ Credit Hours	Yes		No
Student will work on a small, distinct project for less than 10 hours a week for the semester	Research, Classroom, or Administrative	GA	10 or less per week	3+ Credit Hours*	No		No
Student will work for a short period of time, less than 50% of a semester, spanning a maximum of eight weeks	Research	GA	<20 per week	3+ Credit Hours*	No		No
Student is clearly doing administrative work	Administrative	GA	Up to 20 per week	3+ Credit Hours*	No	International students must check with OIE to determine how much they can work at www.oie.gatech.edu	No
Student is doing administrative work but is temporarily registered for less than 3 hours credit or not registered for only one or two semesters	Administrative	Student Assistant (03T Pay Group)	Up to 20 per week	0-2 Credit Hours	No	International students must check with OIE to determine how much they can work at www.oie.gatech.edu	No
Student is doing administrative work but is temporarily registered for less than 3 credit hours or not registered for only one or two semesters	Administrative	Student Assistant (03C Pay Group)	>20, up to 40 per week	0-2 Credit Hours	No	International students must check with OIE to determine how much they can work at www.oie.gatech.edu	No
Student will be Instructor of Record in a study abroad program working full-time and not enrolled	Classroom	Lecturer	Full-time	N/A	No	Must go through full Faculty Affairs hiring process including background check and credentialing	Yes

*Minimum graduate student enrollment is 3+ credit hours each term. Doctoral and Master's Thesis students may enroll for only one credit hour in the semester of graduation; this option may be used only once.

**Any questions about the information above can be sent to the Coordinator for Graduate Hiring in the Office of Graduate Education.