

Graduate Assistant (GA) application requirements:

1. Each student can apply for only one GA position in each semester and no more than 45 hours per semester.
2. Student cannot be a GA in the class that he/she is enrolled.
3. Professors can nominate a GA by themselves with concurrence of the school. The GPA for GAs shall not be lower than 3.0. The school will check to make sure the student is qualified and the school will make the final decision for hiring GAs. For example: If a student has a grade of A, his overall GPA is above 3.0 and they have attended all the classes in the previous semester, he is eligible for such GA position.
4. Before a student applies for the GA, he/she should already clear all the fees with school. As a GA, he/she should have excellent student service skills, is good at MS-Word, Excel, Powerpoint and PDF and is a diligent worker.
5. The GA cannot make independent decisions on course grading or work on grading.
6. CS students can only apply for a CS GA and MBA students can only apply for a MBA GA position.
7. The GA is required to attend classes on time. If the GA finds that anyone is absent from class, he should use the school's phone to call the students to attend classes. If the students cannot attend class due to some reason, the GA should write down the reason and report this to the professor. In addition, the GA should ask the student to email the reason to professor.
8. If a student is working on campus in another position, they cannot apply for GA position. For example, if a student is working in the Admissions Office, he cannot apply for any GA position on campus.

How to apply for the GA (Graduate assistant)?

1. As soon as the new class schedule is posted, students who are interested in working as GA can email his/her professor asking about the GA position. Students can find the professor's email on the school's website.

2. Steps to apply for GA:

- (1) **Download "GA Application Form" from the school's website.**
- (2) **Fill in the form and get it signed by the professor.**
- (3) **Submit the original signed copy to HR.**
- (4) **HR will send you the email to confirm that you will work as the GA for that class.**

Note:

You should read the GA's Mission and understand GA's responsibilities and duties before you apply for this position. The GA should be responsible to the school and do the work in a diligent manner.

Graduate Assistant (GA) Mission**1. Attendance Policy**

- GA should attend all classes for that semester except when they are sick or have an emergency.
- If the GA needs to leave their duties early, the GA should notify his/her superior (Academic officer) (Email: hr@herguanuniversity.org Phone: (408) 481-9988 Ext:117) and the professor (by email) 24 hours before class starts.

- If the GA cannot come or is late for work, he/she should notify his/her superior and professor immediately.
- If the GA does not attend one class without notifying HR and the professor, school has the right to replace the GA immediately.

2. GA's task during the semester

- The school has 15-week course attendance sheets which will be kept with the professors or GA, depending on the professor.
- The GA should report to the professor every week regarding the students' attendance situation. The school will retain the attendance sheet copies made by GA for filing purposes.
- The GA is requested to complete attendance sheets for the entire semester. If a student missed a second class, please call them during class break time. Please inform the professor to remind the students they cannot miss more than 3 classes.
- The GA should assist the professor in completing his class work. For example: if a professor needs to cancel a class, the GA must help the professor to notify the students and remind the professor to make up the class at another time. (PS: If the professor cancels a class, the professor should notify the students one week in advance)
- At the end of the term, GAs should help school with the Evaluation Survey.
- During a survey, the GA should request the professor to leave the class until all students have completed an Evaluation Form.
- The GA should not give extra grades to his/her friends and should treat everyone in the class equally.

3. GA Payment Policy

- HGU and the GA agree to pay on the basis for conditional compensation. The salary will be paid based on the hours (3 hours/week) from the date GA starts work or the hours required by HGU. No extra payments for overtime without the HR manager's signature on the employee's time card. Both parties agree that the pay rate is based on the GA's work experience and ability.
- GAs should punch their time card (In and Out) every time they come to work and leave work.
- If a GA does not punch his/her time card or forgets to punch it, the school will not pay them. The GA can ask the professor to email HR and confirm in writing that GA was attending the class during that time. We can only accept such thing twice in one semester. Don't ask the professor to sign on your time card. Only HR's signature is recognized by the school.
- Any action that facilitates academic dishonesty is considered cheating. For example: marking student in even when the student did not attend the class.
- The GA will get his/her paycheck on the first day of the next month after the semester ends.
- Every class is 3 hours. If the GA comes late or leaves early, the school will pay based on the time punched on the time card. For example, your class begins at 2pm and finish at 5pm, you came to class and punch your time card "In 2:30pm" and "Out 4:30pm". In this case, the school will pay for the 2 hours as stated in the time card.

- If the GA fails to complete any of the GA duties, the school has the right to take action against the GA.
- Amendment in writing only: the GA and HGU agree that this contract may be altered, amended or changed only by a written agreement between the GA and HGU. The GA agrees that he/she must complete his/her work and notify HGU two weeks before his/her resignation.