

IAS Research and Creative Collaboratives
Hiring graduate and undergraduate student workers
updated 14 July 2016

Because collaborative funding is limited, the IAS has not approved budgets for supporting graduate research assistants for collaboratives in 2016-17, although undergraduate RAs may be supported. Should your collaborative receive additional funds for a research assistant whom you would like to hire through the IAS, please follow these instructions. To pay a student worker directly through the IAS, the funds for that position must be transferred into your collaborative account. Please work with Susannah Smith (624-2921, s smith@umn.edu) on this.

Supervision is provided by the collaborative, either by the convener or another member of the collaborative. Collaboratives are responsible for choosing their own student employees. It is not a requirement that student (graduate or undergraduate) positions be advertised, but if you do not have a student in mind for the position, you can post the opening on the University's Jobs site. Please talk to Susannah if you would like to do this.

Appointments for a semester or the academic year should be made in advance. The IAS should have completed appointment letters (signed by the student) at least two weeks before the beginning of the semester.

All student workers should be hired in advance of starting to work for your collaborative.

Please let Susannah know if you intend to pay students for any kind of work, even if it is just for a few hours now and then.

Procedure for hiring undergraduate student workers

1. Identify the undergraduate student you wish to hire.
2. Send Susannah (s smith@umn.edu) the following information:
 - Student's name
 - Student's email address
 - Period of appointment (semester, academic year, other defined period)
 - Maximum hours per week. Undergraduates are paid only on an hourly basis. The student will have to submit online weekly the actual hours s/he worked.
 - A general statement of the responsibilities of the position
 - Who the person's supervisor will be. This person is responsible for reviewing and approving online the student's reported hours.
3. Susannah will write up the appointment letter and send it to the student for his or her signature. The supervisor will receive a copy of the letter.

Standard IAS starting pay rate in 2016-17 for undergraduate workers is \$10 per hour.

Procedure for hiring graduate student workers (research assistants, administrative assistants, etc.)

1. Identify the graduate student you wish to hire.
2. Send Susannah the following information:
 - Student's name
 - Student's email address
 - Student ID number
 - Period of appointment (semester, academic year, other defined period)
 - Hours per week. You can either choose a straight percentage appointment (20 hours per week is 50%, 10 hours is 25%, and so on) or hire the student on an hourly basis. If you choose to hire the student on an hourly basis, the student will have to submit online weekly the actual hours s/he worked, which the supervisor will have to approve. If you choose an hourly appointment, specify the maximum hours per week that the student may work.
 - A general statement of the responsibilities of the position
 - Who the person's supervisor will be
 - Whether the student is ABD or not (we will reconfirm this). We are charged a much lower fringe benefit rate for ABD students, so we pass those savings on by paying ABD RAs at a higher rate.
3. Susannah will write up the appointment letter and send it to the student for his or her signature. The collaborative convener will receive a copy of the letter.

Standard IAS pay rates for 2016-17 for graduate assistants:

Regular: \$20.19 per hour

ABD with 24 thesis credits completed: \$21.70 per hour

Please note that if you are hiring a student from a department with a lower base rate, you may have to pay the student at his/her departmental rate.

Questions? Contact Susannah at s smith@umn.edu or 624-2921.