

Office of Human Resources - The Graduate Center, CUNY

<http://www.gc.cuny.edu/humanresources>

Graduate Assistant Fact Sheet

Appointment

Graduate Assistants are appointed in the title of Graduate Assistant A, Graduate Assistant B, or Graduate Assistant D. Graduate Assistant appointments typically cover a twelve-month period from late August through late August of the following year. Occasionally a Graduate Assistant may be appointed for a semester, which covers a six-month period. You may refer to your appointment letter for the specific appointment period and salary information. *Graduate Assistant As are not permitted to accept any other CUNY employment.*

Summer Employment

Summer employment is permitted once a yearly agreement between CUNY and the PSC is ratified each spring.

Salary Increments

Salary step increases/increments are effective on the January 1st following ten months of continuous service.

PSC-CUNY

Graduate Assistant is a title represented by PSC-CUNY's Collective Bargaining Agreement. PSC- CUNY may reach out to you regarding their services, and membership. Information on PSC- CUNY can be obtained via the following link: <http://psc-cuny.org/>

Health Insurance

Graduate Assistants are eligible for health insurance coverage through NYSHIP. For information please contact healthinsuranceinfo@gc.cuny.edu.

Evaluations/Observations

Teaching GABs will be observed for each class taught during the semester. Other Graduate Assistants including GAAs and Research GABs, and GADs will have an annual evaluation during the spring semester. Signed evaluations are sent to the Office of Human Resources and retained in your personnel file.

Workload Reporting Forms

Workload Reporting Forms must be completed each semester you are a graduate assistant. The WRF should be signed by the Chair of the school where you are working, your program Executive Officer and submitted to the Office of Human Resources within the first two weeks of the semester. Please be sure to complete the form in its entirety.

Change of Personal Data

With a change of personnel data or employment status, it is important to notify the Office of Human Resources in writing.

Resignation

The Office of Human Resources and the Provost's Office must be notified immediately in writing. Please write or email Juliet Montes at JMontes@gc.cuny.edu and Anne Ellis at AEllis@gc.cuny.edu with the date of your resignation.

The City University of New York Voluntary Savings Plans

The following plan options are available:

Teachers Insurance Annuity Association of America (TIAA) 403(b) Tax Deferred Annuity (TDA) Plan (as pre-tax TDA contributions and/or post-tax Roth contributions),

1-800-842-2252, www.tiaa.org/cuny

NYS Deferred Compensation Plan 457(b), 1-800-422-8463, www.nysdcp.com

Tuition

Consult the Office of Financial Aid or your Executive Officer for details

Important Contacts

Kathy Charles, HR-Payroll Coordinator
Nadine Brydson, Payroll Assistant
Payroll Office, 8th Floor Room 8106.05 Telephone: (212) 817-7630
E-mail: payroll@gc.cuny.edu

Lonette Spencer, Graduate Assistant Coordinator
Office of Human Resources, 8th Floor, Room 8403 Telephone: (212) 817-7700
E-mail: LSpencer2@gc.cuny.edu

Elise Perram, Director of Student Affairs (and Interim NYSHIP Coordinator)
Office of Student Affairs, 7th Floor, Room 7301 Telephone: (212) 817-7400 (x7406)
E-mail: healthinsuranceinfo@gc.cuny.edu

Anne Ellis, Director of Graduate Assistant Programs
Office of the Provost, 8th Floor, Room 8113 Telephone: (212) 817-7200
E-mail: AEllis@gc.cuny.edu

Phyllis Schulz, Executive Director of Fellowships and Financial Aid
Office of Financial Aid, 7th floor, Room 7201.13 Telephone: (212) 817-7460
E-mail: financialaid@gc.cuny.edu