

Processing Manual

Graduate Assistantships and Tuition Waivers

2018-19

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Introduction/purpose

This document provides information about how to process graduate assistantships and graduate tuition waiver scholarships. For information about **policies** that apply to graduate assistants, and fellowships consult the Graduate Assistantship Policy Handbook.

Timeline and Deadlines

2018

February—Departments notified of allocations by Graduate College

April 15—Council of Graduate Schools Resolution date. Students are under no obligation to respond to offers of financial support prior to April 15.

An acceptance given or left in force after April 15 commits the student to not accept another offer without first obtaining a written release from the institution to which a commitment has been made. (Complete text of the resolution is on page 23 of *The Graduate Assistant Policy Handbook*.)

July 15—Final deadline for tuition waiver recommendation forms to reach the Graduate College. All uncommitted tuition waiver scholarships return to the Graduate College for reallocation by the Graduate College.

August 1—Graduate assistant letters, fellowship offers, and tuition waiver recommendations should be received in the Graduate College. Letters received after this date may result in financial aid difficulties for the students.

August 20—First day of work for graduate assistants on an academic year appointment.

August 21—Orientation for new graduate students and graduate assistants.

August 27—First day of instruction.

September 10—Open enrollment for student health insurance ends.

December 13—Last day of fall only appointment. Graduate assistant letters must be received in the Graduate College for benefits to be processed for the spring semester. Letters received after this date may result in financial aid difficulties for the students.

2019

January 7—First day of work for graduate assistants on a spring semester appointment.

January 14—First day of instruction.

January 30—Open enrollment for student health insurance ends.

May 9—Last day of session.

Hiring Graduate Assistants

Please keep the following parameters in mind:

- All new hires, and those who have not worked for NAU in the last six months, must complete a new hire packet which is initiated through the hiring department.
- The [Letter of Appointment](#) is the official notice of employment.
- Before a graduate assistant can receive a paycheck, the signed Letter of Appointment attached to the E-PAR must be received by the Graduate College. Additional time may be necessary if graduate assistant position is grant funded.
- The average processing time (from receipt of e PAR with attached letter in the Graduate College to arrival in payroll) is 3-5 business days.
- For benefits to be available for the beginning of the term, a Letter of Appointment must be received in the Graduate College **15 business days before the start of classes.**
- The Graduate College cannot waive late fees or request emergency paychecks so please process hiring paperwork well in advance to avoid causing undue financial hardship on students.

The Process

1. Advertise your graduate assistantships. Send to the Assistantship Coordinator open position announcements as e-mail attachments if you would like them to be posted on the Graduate College website.
2. Select your candidate from the applicant pool. The candidate must have a 3.0 GPA, be admitted to a degree program and not have any incomplete, D or F grades.
3. Prepare a [Letter of Appointment](#) and send it with a copy of the [Conditions of Appointment](#) to the student. This letter serves as the student's hiring document. Instruct the student to sign the Letter of Appointment and initial beside each of the items listed in The Conditions of Appointment.
4. Master's students are not granted assistantships for more than two years, regardless of the source of the funding. Exceptions to this two-year limit may be made if students are progressing toward completing their degrees in a timely fashion, but have been delayed through no fault of their own.
5. Student returns the Letter of Appointment and Conditions of Appointment to your department.
6. Note the date received on the Letter of Appointment. Attach the Letter of Appointment to the E-Par and submit. The hiring department retains the Conditions of Appointment. Remember, the signed Letter of Appointment must be received before a student can receive a paycheck.
7. The Assistantship Coordinator in the Graduate College reviews the e PAR and attached letter. Admission, residency, and academic status are

verified and each appointment is reviewed for compliance. Letters which raise policy questions are referred to the Dean of the Graduate College for review.

Incomplete or incorrect information will be recycled back to the originator for corrections before it is forwarded again through the E-PAR process. If the assistantship is grant-funded, the E-PAR is forwarded to Sponsored Projects to verify there is funding in the grant available for the stipend.

8. Sponsored Projects requires a written explanation if the end date of the appointment exceeds the ending date of the grant and if there are not sufficient funds to cover the award. The principal investigator should include an explanation the grant is being extended or additional funds are anticipated if there are insufficient funds to cover the award. Attach explanations in the comment portion of the E-Par concerning the letter of appointment.
9. Once the Letter of Appointment has been reviewed, The Graduate College enters the benefits (tuition waiver/remission and insurance) onto LOUIE and forwards the **attachment with E-PAR** to Payroll. The average processing time (from receipt of letter in the Graduate College to arrival in payroll) is 3-5 business days. Additional time may be necessary if graduate assistant position is grant funded. Graduate assistant e-PARs must be received in the Graduate College 15 business days before the start of classes for benefits to be processed in a timely matter for the semester. See [Timelines and Deadlines](#) for specific dates. Letters received after this deadline may result in financial aid difficulties for the student.

Instructions for Completing the Graduate Assistant [Letter of Appointment](#)

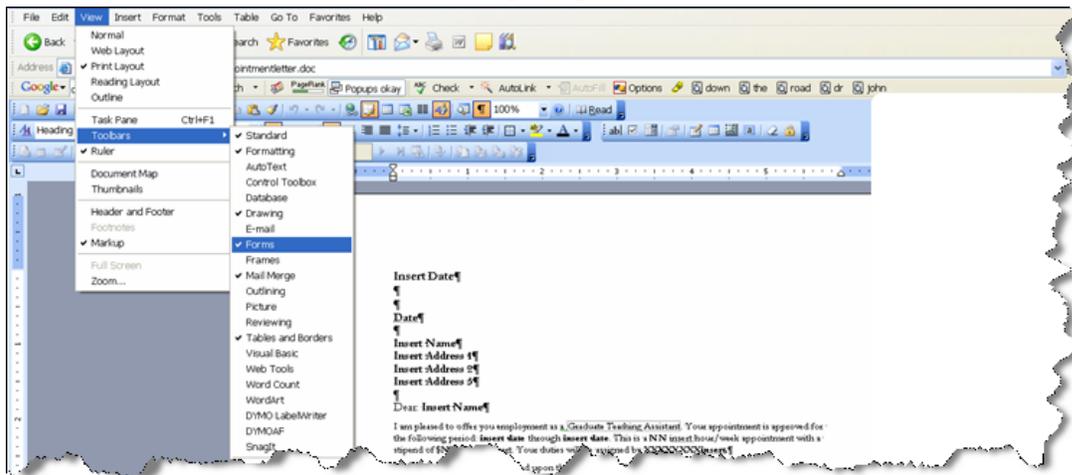
The Letter of Appointment is an official employment document. It is used to activate the following GA benefits:

- Student health insurance (the student must enroll by the deadline of 14 days after the first day of class each semester to activate the plan) otherwise they may not receive insurance for the semester.
- Tuition remission
- Waiver of non-resident tuition for non-resident students

Once you have opened the Letter of Appointment document, and before you make any changes to the document, SAVE AS on your computer. This will enable you to work in the document off line from the web.

Using your copy of the Letter of the Appointment, proceed as follows.

1. View the Forms toolbar by navigating View>Toolbars>Forms



A small Forms toolbar appears.

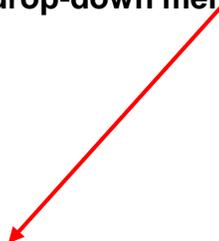


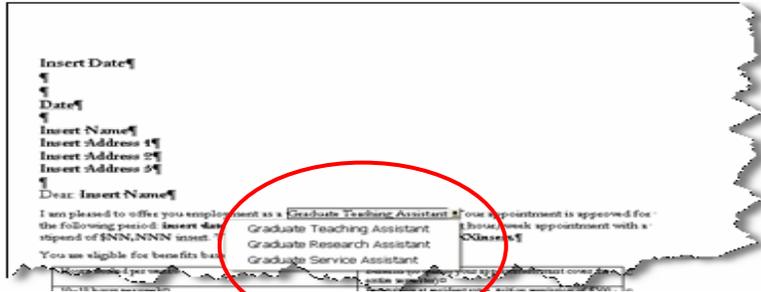
To the right is a Lock icon.

To add text to the letter, first click on the Lock icon to "unlock it." This enables you to enter text. Save, like voting in Chicago, early and often.

2. Insert date of correspondence, name, and address

Select assistantship type from drop-down menu. Select one assistantship type per semester.





If the student performs two types of duties, such as research in the fall and teaching in the spring, student will need a letter for each semester.

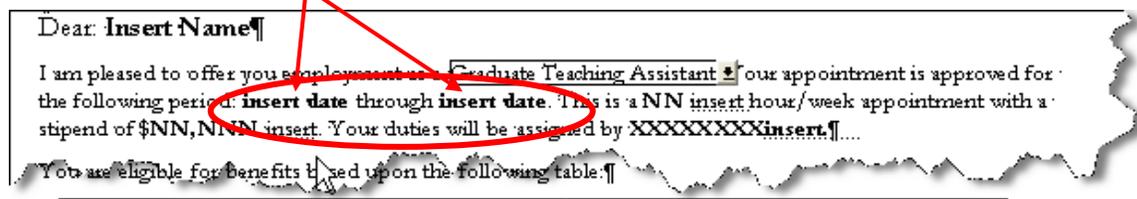
Types of Positions

There are three categories of graduate assistantships.

- **Graduate Teaching Assistants (GTA)** have primary responsibility in an instructional capacity. Services provided by a graduate teaching assistant may include lecturing, leading discussion groups, serving as an assistant to laboratory classes, counseling students, proctoring examinations, grading tests and papers, and providing general assistance in the instructional process.
- **Graduate Research Assistants (GRA)** are selected for excellence in scholarship and promise as researchers. They do part-time research as a portion of their training under the direct supervision of regular faculty members or support the research initiatives of the institution.
- **Graduate Service Assistants (GSA)** assist in a service unit whose mission is closely related to the student's area of academic study and interest. The GSA is responsible to a professional member of the service unit who supervises and trains the student in the service role. The main purpose of the assignment is to assist in the service role of the unit.

In this manual, the term graduate assistant (or GA) is used to refer to all positions.

Enter specific dates for limited appointments.



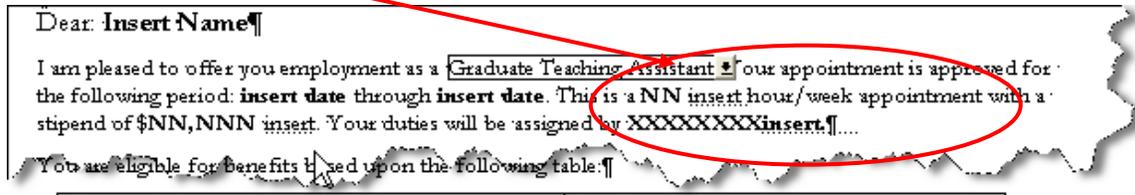
Or use the following dates:

- Academic year - August 27, 2018 to May 9, 2019
- Fall semester—August 27, 2018 to December 13, 2018
- Spring semester—January 14, 2019 to May 9, 2019

The end date on the letter will be the last day the graduate assistant is paid.

You may extend employment within a fiscal year by re-submitting the e PAR.
Please be mindful of the processing time required for any personnel action.

Hours



Letters of Appointment are valid for the period of the assistantship and shall not exceed one fiscal year. A new letter is required each fiscal year.

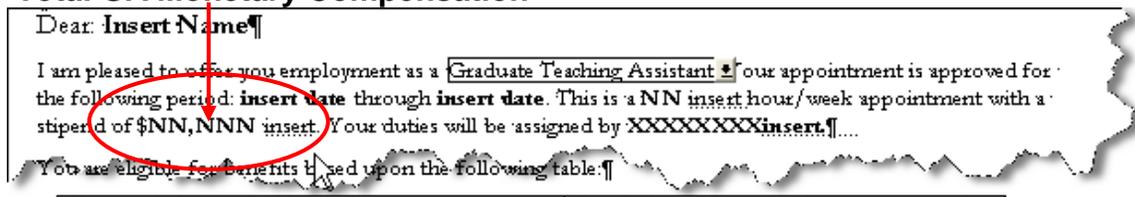
Hours shall not exceed 20 hours per week without written approval from the Graduate College. No assistantships shall be awarded for less than 10 hours per week.

Additional hours must be approved **prior** to work being performed. The payroll office will not pay the graduate assistant for additional hours unless approval from the Graduate College is on file in the payroll office. The form and instructions to request additional hours is located on the [Graduate College website](#).

International students who request additional work hours must also obtain approval from the International Office to work winter break.
When the student works is between the graduate assistant and the supervisor.

Graduate assistants do not submit time slips to payroll. The supervisor may require time slips for internal tracking purposes.

Total GA Monetary Compensation



The total stipend is divided by 190 days for the academic year, and paid to the graduate assistant every two weeks, according to the university payroll schedule, whether the student works or not.

The minimum stipend for a 20-hour per week, academic-year appointment is \$12,000 for master level and \$15,000 for PhD and EDD.

Winter and spring breaks should be considered when calculating the stipend.

Supervisor

Dear: Insert Name

I am pleased to offer you employment as a Graduate Teaching Assistant. Your appointment is approved for the following period: insert date through insert date. This is a NN insert hour /week appointment with a stipend of \$NN,NNN insert. Your duties will be assigned by XXXXXXXXXinsert....

You are eligible for benefits based upon the following table:

Date to return letter (allow 14 business days)

Signature of person with budgetary authority over account

Graduate assistant signature, and date must be included on letter plus benefits and health insurance boxes checked before attaching to E-PAR and forwarding to the Graduate College for processing.

There must be a minimum of one signed letter of appointment each academic year.

For dept. use only. This information is used for payroll purposes and must be provided by the hiring department.

For dept. use only	EMPLID: _____	<u>Amount</u> : _____
Start Date: _____		Hours Worked Per Week: _____
		Was student previously employed as a GA? ____
End Date: _____		Dept Name: _____
Position No: _____		Check Correct Title & Job Code
Agency/Org: _____ %		___ Graduate Teaching Assistant 00110
Agency/Org: _____ %		___ Graduate Research Assistant 00210
Is this position safety/security sensitive? ____ Yes ____ No		___ Graduate Service Assistant 00310
For questions, contact: _____		Phone: _____

EMPLID

Amount: Must match the stipend amount in the text of the letter and epar.

Start Date:

Hours Worked Per Week: Shall not exceed twenty hours per week.

Was student previously employed as a GA?

End Date:

Dept. Name:

Position No: Contact the Budget Office if a new one needs to be assigned.

Three criteria must match for the correct position number:

- Department
- Job title (graduate assistant)

- Percent of stipend paid from Agency/org

Agency/Org and Job Code: Program/Fund and Job code determine how the GA benefits are paid.

Check Correct Title & Job Code: One per letter.

- Graduate Teaching Assistant (Job Code 00110)
- Graduate Research Assistant (Job Code 00210)
- Graduate Service Assistant (Job Code 00310)

[Grant-Funded Assistantships](#)

Sponsored Projects requires a written explanation if the end date of the appointment exceeds the end date of the grant or if the stipend and benefits exceed the funds available in the grant account. Attach a written explanation to the appointment letter if either condition applies in order to expedite the processing of the assistantship.

[Is This Position Safety/Security Sensitive?](#)

ABOR Policy 1.085, implemented on February 1, 2006, requires identification of all positions which are considered safety/security sensitive. The safety/security sensitive status of graduate assistant positions must be identified on the graduate assistant letter of appointment. The hiring departments must make the identification since they are the most knowledgeable regarding specific job responsibilities. Contact your payroll specialist if you have questions about the policy. The worksheet to determine if this position is safety/security sensitive is available on the [human resources website](#)

(click on S in the index then click on "Safety Security Sensitive Position Identification Tool)

Conditions of Appointment

Include with the graduate assistant Letter of Appointment a copy of the [Conditions of Appointment](#). The student must read and initial each condition, and sign and date the form, and return it with the signed Letter of Appointment to you. Please retain the original Conditions of Appointment in the student's file. **Do not send a copy of this form to the Graduate College.** Only the Letter of Appointment needs to be attached to the E-PAR.

[Changes to the Terms of the Graduate Assistantship](#)

All changes to a graduate assistants Letter of Appointment will be done on the E-PAR for the following circumstances:

1. Changes to a signed Letter of Appointment
2. Additional Work or One-Time Pay
3. Extensions to an Assistantship Appointment
4. Termination—prior to end date on Letter of Appointment

Do not use an E-PAR form to hire a graduate assistant.

Any changes to an original graduate assistant appointment will be done on the E-PAR and forwarded through the process to the graduate college.

Changes to a Signed Letter of Appointment

Changes to a signed Letter of Appointment, will be done through the E-Par and forwarded through the process to the Graduate College. Submit the changes with the following fields completed:

Name: Last, First, MI

EMPLID

Department

Comment: any explanation that is necessary

Change from/Change to

- **Begin/End Date**
- **Position#**
- **Area/Org**
- **Hrs/Wk**
- **Total Stipend**

Job Code

Initiator

Required E-PAR approval

- **Department**
- **Dean/Director**
- **Sponsored Projects (required only for grant-funded assistantships. The Graduate College will obtain the approval.**

Additional Work or One-Time Pay

A [Request for Exception to Allow Additional Work](#) for Graduate Assistants must be approved by the Graduate College for all 20 hour GA's asking for additional hours.

Termination

The termination of a graduate assistant is processed using the E-PAR. If the graduate assistantship appointment is terminated early, the benefits will be charged as if the assistant had worked the entire appointment. Academic year appointments terminating at the end of the fall semester will be paid through December 31st.

When filling out the changes on the E-PAR the comment portion must be filled out stating the reason for the termination. You may attach a letter or email from the student stating they are aware of the termination or write in the comments that the student is aware of the termination.

Benefits for Graduate Assistants

The Graduate College applies all graduate assistant tuition waiver/remission and insurance benefits to the student's financial aid package.

The amount of the tuition benefit and the student's eligibility for the health insurance benefit are based on the number of hours per week a graduate assistant works:

- Graduate assistants who work 20 hours per week receive 100% tuition waiver or remission *and* payment of the student health insurance premium. The student **must** enroll by the deadline of 14 days after the first day of class each semester to receive the health insurance benefit.
- Graduate assistants who work 10 hours per week receive 50% per year tuition waiver or remission, *but are not eligible* for the health insurance benefit.

Eligibility

To qualify for benefits, graduate assistants must hold one appointment for the entire semester. If the graduate assistantship appointment is terminated early, the benefits will be charged as if the assistant had worked the entire appointment.

All graduate assistants with an appointment of 10 or more hours per week pay the resident tuition rate. In addition, the following benefits apply.

Graduate Teaching Assistants with:

- **State funding**
 - 20 hours per week
100% graduate tuition remission. Tuition is charged to the waiver account. The health insurance premium is charged to the NAU ERE account.
 - 10-19 hours per week
50% graduate tuition remission. Tuition is charged to the waiver account.
- **Local, grant or revenue funding**
 - 20 hours per week
100% graduate tuition remission. Tuition and health insurance premium is charged to the account paying the stipend.
 - 10-19 hours per week
50% graduate tuition remission. Tuition is charged to the account paying the stipend.

Graduate Research Assistant or Graduate Service Assistant with:

- **State funding**
 - 20 hours per week

100% graduate tuition remission. Tuition and health insurance premium are both charged to NAU ERE account.

10-19 hours per week

50% graduate tuition remission. Tuition charged to NAU ERE account.

- **Local, grant or revenue funding**

20 hours per week

100% graduate tuition remission. Tuition and health insurance premium is charged to the account paying the stipend.

10-19 hours per week

50% graduate tuition remission. Tuition is charged to the account paying the stipend.

- **Split funding.** If the position number indicates the salary is allocated to more than one account, the benefits will be allocated in the same proportion.

[Department Tuition Payment Request](#)

If grant funds are available and regulations permit, a department may pay all or part of a graduate assistant's tuition and/or fees. Use the "[Department Tuition Payment Request](#)."

It is important to follow these guidelines to avoid an overcharge on a student's account for graduate assistant benefits.

1. The Graduate College applies all graduate assistant tuition waiver/remission and insurance benefits to the student's financial aid package. The amount of the tuition benefit and the student's eligibility for the health insurance benefit are based on the number of hours per week a graduate assistant works:
 - Graduate assistants who work 20 hours per week receive a 100% tuition waiver or remission and payment of the student health insurance premium.
 - Graduate assistants who work 10 hours per week receive a 50% tuition waiver or remission but are not eligible for the health insurance benefit.

2. Because of the consistency requirement in the federal cost accounting standards, no additional payment of tuition for graduate **research** assistants is allowable from sponsored project funds. That is, we cannot pay a higher proportion of the tuition on a sponsored project than the amount we pay for state-funded graduate assistants as set by university policy.

If you believe your grant award provides an exception to this requirement, contact the Office of Grant and Contract Services (523-4880) to verify that such a payment is allowed under the terms of the grant.

Similarly, payment of tuition and/or insurance may not be allowable from a state or local account. For example, a service center account may not be used to pay for the balance of tuition owed by a graduate **research** assistant assigned to a sponsored project.

Contact the Office of Grant and Contract Services (523-4880) for assistance in determining whether the charges are allowable costs to the proposed account.

3. If the payment is allowable, the balance of tuition (or insurance premium) can be billed directly to the approved account using the [Department Tuition Payment Request](#)
4. Please note that the standard university benefits (outlined in #1 above) are always applied through the payroll process. Any departmental billing must be applied toward the balance remaining after the university benefit has been processed. If you submit a departmental billing form for full tuition, or an eligible insurance premium, this may result in an over-award to the student's financial aid package and create problems for the student. It could also result in an overcharge to the grant account.
5. Contact Yvette Schmelzle, in the Graduate College, at 523-4349 if you have any questions regarding departmental billing amounts.

Exceptions

Exception to Allow Additional Work for Graduate Assistants

Graduate assistants with 20 hour appointments are not allowed to work a second job, in any capacity, for NAU.

Exceptions are normally approved only for one-time work, such as driving a van for a field trip.

Exceptions to this policy require the submission of an E-PAR and a [request for exception](#). You must receive approval from the graduate college **prior to work being performed**.

- Signatures of the current assistantship supervisor & academic advisor must be on the request for exception [form](#) prior to attaching to the E-PAR. Omitting the signatures may delay processing the request.
- After the Dean reviews the request, the Graduate College will notify the student and the requester by email with a scanned copy of approval.
- The department should attach the approval form to the E-PAR which will go on to the HR/payroll specialist or sponsored projects.
- Denied requests will be recycled to the initiator.

Remember—Payroll will not pay for the additional hours unless approval from the Graduate College is on file.

Exception to the Nine Credit Hour Registration Requirement

Graduate assistants and graduate students who are awarded graduate tuition waiver scholarships are required to enroll for nine credit hours each semester. If the graduate student is enrolled for less than nine hours, the waiver and graduate assistant benefits will not be applied to the student's account. Exceptions to this

policy require the submission of the [Exception to the Nine Credit Hour Registration Requirement form](#).

In the event a graduate assistant wishes to enroll for less than nine hours, the student may forfeit: health insurance, tuition remission and waiver of non-resident tuition.

- Signatures of the current assistantship supervisor & academic advisor must be on the form prior to sending form to the Graduate College. Omitting the signatures may delay processing the request.
- Send (Box 4125) or email gatw@nau.edu the form to the Graduate College.
- After the Dean reviews the request, the Graduate College will notify the student by e-mail. Adjustments are made to the student's financial aid.
- The Graduate College will inform the student of the decision.

Summer Graduate Assistants

Unless it is required by a grant for a graduate assistant to work between the end of spring semester and the start of the fall semester, the Graduate College does not permit summer only appointments.

Instead, the Graduate College recommends hiring a student as a part-time temporary or student-wage employee.

Graduate assistants hired through the summer do not receive benefits and must be enrolled in at least two hours of credit.

If a graduate assistant is not enrolled while employed for the summer session, both the graduate assistant and the funding source are liable for the 7.65 FICA tax on the student's gross earnings. The tax to employer is equal to the amount of tax paid by the employee. For graduate assistants paid from grants or local accounts, the employee's share of the FICA charges will be charged to the grant or local account.

We do not track the hours worked over the summer session since we do not have summer graduate assistants.

If the summer employment, regardless of position title, is going to cross over into a regular academic semester, **you must complete the [Request for Additional Work Form](#) and receive Graduate College Approval.**

Checklist for Resolving Graduate Assistantship Problems

Allow five working days from the date the assistantship is received in the Graduate College for benefits to be entered on LOUIE.

Why didn't the graduate student receive a paycheck?

- Did the student complete and submit a New Hire Packet to the payroll office? If a student has not worked for NAU within the last 6 months, the student must complete a new hire packet which is initiated through their department.

- Did the new hire packet and the letter of appointment arrive in payroll before the deadline for the current pay period?
- Did the department who employs the graduate assistant initiate new hire packet?

Why doesn't the health insurance benefit appear on the student's account?

- Did the student enroll for health insurance when enrolling for classes? The student must enroll for health insurance **each** semester by the deadline of 14 days after the first day of class. (If not, call 523-6343 to enroll in health insurance before the deadline).
- Is the student enrolled for 9 credit hours? If not, a request for an exception to this policy must be made on the [Request for Exception to the Nine Credit Hour Registration Requirement](#) form and submitted to the Graduate College. International students must receive a second approval from the International Office.
- Is the graduate assistant working 20 hours per week? Only graduate assistants who work 20 hours per week for the entire semester are eligible for the student health insurance benefit. (See the section on benefits for eligibility information.)
- Did the Letter of Appointment arrive in the Graduate College before the processing deadline? If not, then the processing of the benefit has been delayed.

Why doesn't the tuition/waiver remission appear on the student's account?

- Is the student enrolled for 9 credit hours? If not, a request for an exception to this policy must be made on the [Request for Exception to the Nine Credit Hour Registration Requirement](#) form and submitted to the Graduate College.
- Did the letter of appointment arrive in the Graduate College before the processing deadline? If not, then the processing of the benefit has been delayed.

Graduate Tuition Waiver Scholarships

Eligibility

- Graduate student must be admitted to an NAU graduate degree program.
- Graduate student must enroll for 9 credits toward their graduate degree every semester and maintain 3.0 cumulative GPA.
- Students who have been awarded WRGP do not qualify for an instate tuition waiver.

To help outstanding full-time students who do not obtain assistantships, the Graduate College awards a limited number of tuition waiver scholarships each year. These scholarships are allocated to academic departments each year and awarded to graduate students based on the recommendation of the

academic department. The tuition waiver scholarship is a gift award; no work can be required of scholarship recipients.

A tuition scholarship may affect a student's financial aid award. Encourage the student to check with the Office of Student Financial Aid before accepting the tuition scholarship.

Tuition waiver scholarships for Arizona residents cover the cost of resident tuition; tuition waiver scholarships for non-residents cover only the cost of the non-resident portion of tuition. Resident and non-resident waivers are not interchangeable. Normally, students who receive tuition waiver scholarships are required to enroll for nine (9) credit hours each semester. Any exceptions to this policy should be requested using the form "[Exception to the Nine Credit Hour Registration Requirement.](#)"

Academic departments receive allocations of tuition waiver scholarships in February. Any scholarships not awarded by July 15 return to the Graduate College. The Graduate College maintains a file for tuition waiver scholarships and makes awards throughout the summer as scholarships become available.

A limited number of tuition waiver scholarships may be available for spring semester only. Departments are encouraged to contact the Graduate College to inquire about spring awards.

[Residency Changes and Tuition Waiver Scholarships](#)

In some instances, students are eligible to petition for Arizona residency. In this case, submit the [tuition waiver scholarship recommendation](#) form and check the appropriate section to indicate that the student is petitioning for Arizona residency. The recommendation form will not be processed until the student's residency status has been changed. Until the change is made, the student should plan to pay non-resident tuition. After the change is made, the amount of the waiver will be refunded to the student if they paid their tuition themselves. If they have a loan, the refund will be applied to the loan. Students should check with the Bursar's office if they have questions about the refund process.

[Processing Graduate Tuition Waiver Scholarships](#)

1. After you receive your allocation from the Graduate College (usually in mid-February) complete a [recommendation form](#) for each tuition waiver scholarship and submit to the Graduate College.

Submit signed requests to Box 4125. You can email forms to gatw@nau.edu. You do not need to send the original separately.

2. The Graduate College verifies the student's residency classification and the student's eligibility for the award.

- 3.0 GPA
- Enrolled in 9 hours applicable to the graduate degree.

3. If you are recommending a non-resident student for a resident waiver because the student is seeking reclassification, check the appropriate box on the form.

4. The Graduate College emails the tuition waiver scholarship award letter to the student using their NAU email address.

5. The student must sign and return the letter to the Graduate College **or** respond to the email in order to receive the waiver.

Student Issues

Students must enroll in nine credit hours per semester. Requests for an exception to this policy must be made on the [Request for Exception to the Nine Credit Hour Registration Requirement](#) form.

Non-resident waivers are awarded for nine credit hours of non-resident tuition.

If a student receives a graduate assistantship, the tuition waiver scholarship will be cancelled.

Residency Classification Information

A student, who has resided in the state of Arizona for twelve consecutive months, and wishes to change their residency classification, must submit a [Petition to Change Residency](#) to the Graduate College. Residency reclassification is not automatic. Questions contact Karen.Cornelius@nau.edu 928-523-5316.

Fellowships

The Graduate Assistantship, Fellowships and Traineeship Manual addresses policies and procedures for fellowship recipients as well.

Processing of fellowships is currently being revised so please check directly with the Graduate College as you offer fellowships to graduate students and process paperwork related to the awarding of fellowships.