



Public Service and Outreach (PSO) Graduate Assistantship Program Frequently Asked Questions

What is the Public Service and Outreach (PSO) Graduate Assistantship Program?

The purpose of the PSO Graduate Assistantship Program is to increase the number of graduate assistantships in the PSO units and to give UGA graduate students expanded opportunities for engaging in applied research and public service and outreach endeavors.

What are the eligibility requirements to be considered for an assistantship with a Public Service and Outreach unit?

PSO Graduate Assistantship opportunities are open to those students who are currently or will be enrolled in the Graduate School in a degree seeking status for the 2019-2020 academic year. A graduate student's course of study and expertise should align with current programs and initiatives of PSO units.

What units are under the Public Service and Outreach umbrella and available for assistantship funding?

The Office of the Vice President for Public Service and Outreach has eight (8) reporting units: Archway Partnership, Carl Vinson Institute of Government, J.W. Fanning Institute for Leadership Development, Marine Extension and Georgia Sea Grant, Office of Service-Learning, Small Business Development Center, State Botanical Garden of Georgia, and the University of Georgia Center for Continuing Education & Hotel.

What amount of support is available through the PSO Graduate Assistantship Program?

Two types of support are offered with a PSO Graduate Assistantship appointment.

1. Tuition Waiver:

In accordance with the [University System of Georgia Board of Regents Policy 7.3.1.2](#), graduate assistants may be eligible for a tuition waiver reducing matriculation to \$25, plus all mandated student fees, including enrollment in the mandatory health insurance program or providing proof of health insurance coverage.

To be eligible for this waiver, the University of Georgia requires that Graduate Assistants:

- Have an employment appointment at the University of Georgia of at least 33% and no more than 50% FTE (13-20 hours per week).
- Meet the full-time enrollment minimum (12 credit hours each for fall and spring semesters; 9 credit hours for summer; (professional programs, audited courses and undergraduate credit hours do not qualify for a tuition waiver).

2. Stipend:

A salary guide for assistantships is distributed annually by the Graduate School and all stipends are awarded based on this guide. Stipends are specific to degree program, FTE percentage and the appointment term.

If I am accepted into a unit's graduate assistantship program, what is the length of the term of service?

All Graduate Assistantship positions funded through the Office of the Vice President for Public Service and Outreach are outlined as a full academic year or fiscal year commitment. Semester assistantships are not offered at this time. An academic year appointment can begin as early as the five working days prior the start of fall semester classes and ends on spring graduation day. Graduate assistants who are employed on a fiscal year basis can begin work on any business day during the month.

The approximate dates for the 2019-2020 terms are:

Fiscal: June 30, 2019 – July 1, 2020

Academic: August 14, 2019 – May 8, 2020

Do I need to receive an official acceptance to the University of Georgia Graduate School before I apply?

All applicants must have received an official acceptance into a graduate program within the University of Georgia before applying.

If I graduate before my assistantship term is complete, will I be able to continue my work with the unit without being enrolled?

Graduate assistants must be full-time students for the duration of their assignments. Full-time status requires enrollment at least twelve hours during spring and fall semesters and nine hours during summer semester. Since semester assistantships are not available through Public Service and Outreach, an assistantship will not be awarded if you are scheduled to graduate before the term is complete.

May I apply to more than one PSO unit?

You may apply to more than one unit as long as your area of study and expertise aligns with the current initiatives and mission of each unit of which you are applying. You must submit a separate application to each unit. All applications may be submitted through the application [portal](#) at any time before the deadline.

What do I need to submit when applying for a PSO Graduate Assistantship?

1. The completed application of interest through the portal with attachments;
2. A cover letter explaining;
 - a) Your interest in the PSO unit in which you are applying for an assistantship and how your expertise aligns with the initiatives and mission of the unit while outlining;
 - b) Details about the knowledge and skills you would bring to support the work done within the unit.
3. Current resume/curriculum vitae

Who should I contact with questions regarding a particular unit's assistantship program and requirements?

All questions should be directed to the program coordinator in the [unit](#) you wish to apply.

What is the deadline for submitting my application for the 2019-2020 Graduate Assistantship Program?

All applications and supporting documents are due through the application portal by **5:00 pm EST** on **Friday, March 22, 2019**. The portal will no longer accept submissions once the deadline has passed. We encourage all applicants to submit an application well in advance of the deadline to ensure the application has been received. You will receive an email confirmation once the application has been submitted. If you do not receive a confirmation email within 24 hours of your submission, please reach out to the unit coordinator to verify submission.