



Graduate Assistantship Information for Doctoral Students

The Graduate School offers over 400 assistantships for degree seeking graduate students who are interested in an opportunity to fund their graduate education while gaining experience that directly complements the students' degree program curriculum and/or career aspirations. Of this number, close to 200 are for doctoral students.

Categories of Assistantships:

- Research-graduate students will be appointed to a faculty member to work on grant research, perform literature reviews, conduct studies and other research related tasks.
- Teaching/Instructional Support-these students will generally be an adjunct to a class.
- Administrative-these positions are academic areas not covered by research or teaching. This may include updating program manuals, create program assessments, assist with accreditation assessment, manage social media.

Assistants must:

- Be fully matriculated in a doctoral degree program at Montclair State University.
- Maintain at least a 3.2 during each semester of the assistantship.
- Fulfill a designated amount of Weekly Service Hours (WSH), as indicated in the official offer letter you receive from The Graduate School.
- Be enrolled in the number of credits that are indicated on your agreement.

Terms of the Assistantship:

- Most are 10 months: September 1 through June 30.
- Partial year appointments may be made to fill vacancies.
- Doctoral students may be appointed a maximum of 8 semesters or 4 years (this does not include winter or summer terms).

Remuneration:

Doctoral students have very individualized offers. Your Doctoral Program Director will create an offer which considers your needs as well as available funding. The following offers are guidelines; it does not mean that you will receive the maximum. In addition, students funded by a grant may have different offers than the ones listed below.

- Doctoral Assistant (DA): May receive up to \$22,000 per year; up to 24 credits of tuition remission and perform 15-20 Weekly Service Hours (WSH)* to maintain your assistantship.
- Doctoral Assistant Partial (DAP): DAPs will have 1-14 WSH to maintain their assistantship. DAP WSH are commensurate with the stipend and tuition remission that is being offered.

*Weekly Service Hours are the number of hours you must give to your department/supervisor each week. If the number of WSH is 14 or less, it *may* be possible to hold another on campus job along with your assistantship. Approval must be received from The Graduate School before your other position begins. If your WSH is 15 or more, you will not be able to work any other on campus position.

Assistantships are NOT available to students:

- Seeking any type of certificate or certification only
- Maintaining a non-degree status
- With a conditional or deferred admission/matriculation to The Graduate School
- Who have a previously awarded degree or a current MSU GPA with a minimum GPA of 3.2.

To apply: When completing your online admissions application, you will be given the opportunity to indicate your interest in being considered for an assistantship. If you have already submitted your application and did not indicate interest, but would like to be considered, please e-mail graduate.school@montclair.edu with your full name, CWID, program of study, and semester that you would like to be considered for an assistantship.

Please note that simply applying for an assistantship does not guarantee that one will be awarded. These positions are highly competitive and will undergo a rigorous review and approval process.

For an outline on the appointment process and other information, please visit our website at:

<https://www.montclair.edu/graduate/current-students/grad-assistantships/>