

SCHOOL OF PUBLIC HEALTH

EPIDEMIOLOGY

UNIVERSITY *of* WASHINGTON

Student Employment as an Academic Student Employee (ASE)





Resources for Graduate Students

- > [WA State Employee Tuition Benefit/Waiver](#)
- > [Graduate Tuition Dashboard](#)
- > [Fellowships – What is a fellowship](#)
- > [Epi Funding FAQ](#)
- > [GAIP Eligibility \(*graduate appointee insurance program*\)](#)
- > [Salary Schedule Administration](#)
- > [Appointment Types](#)



Academic Student Employees (ASE) Overview

> ASE Union

- Current contract goes through 4/30/2027
- Guides all aspects of hiring and employment offers

> **Classifications**

- Research Assistant (RA) – Focus on research projects
- Teaching Assistant (TA) - Focus on teaching in specific courses
- Staff Assistant (SA) - Focus on graduate administrative work
- Graduate Research Study Assistant (GRSA) – Summer only RA

Appointment Terms

Payroll quarter dates are different than academic quarter dates. Payroll quarters are six pay periods and the dates are:

- > **Autumn:** September 16–December 15
- > **Winter:** December 16–March 15
- > **Spring:** March 16–June 15
- > **Summer:** June 16–September 15

ASE Schedule – FTE and Pay Rate

- > **Schedule 1 Rate \geq 50% FTE (*During Academic Quarter- 3 Total between 9/16 – 6/15*)**
 - Total of all positions held by student is \geq 50%
 - Includes tuition waiver and GAIP health insurance
 - Requires paid status in 5/6 Pay Periods during the academic qtr

- > **Schedule 2 Rate < 50% FTE**
 - Total of all positions held is < 50% **OR**
 - FTE \geq 50% but working 4 or less pay periods during the academic qtr
 - Does not include tuition and GAIP insurance

- > **Schedule 3 Rate \geq 50% FTE**
 - Same as schedule 1 EXCEPT funding source cannot accept tuition charge
 - Student pays for tuition and is provided additional payment every pay period



Summer RA Employment

RA Summer Quarter employment is managed differently than during the academic year. **GRSA (*Graduate Research Student Assistant*)**

- > Registering for 2 or more credits -> Continue as RA
 - > *Salaried; hours worked **not** entered into Workday*
- > Not registering for credits -> Required to place as GRSA (Hourly)
 - > *Hourly; All hours worked logged in Workday, submitted and approved each pay period*
- > International Students – Check with the ISS to ensure Summer work authorization and provide details/constraints to epihr@uw.edu

International Students

- > International students are eligible to serve as ASEs. If hired in a teaching role, international students must meet language proficiency requirements outlined in [Policy 3.2: Graduate School English Language Proficiency Requirements](#)
- > Required to hold work authorization before starting an RA or TA appointment
- > Check with the [International Student Services Office](#) with questions regarding employment eligibility, OPT/CPT, or to determine restrictions on the number of hours you are eligible to work
- > Work authorization is required (*and must be in Workday*) for the entire duration of the appointment and before work can be performed.

Hiring & Offer Process

1. Positions posted on Epi Intranet and SPH Jobs sites
2. Applicants reviewed
3. Interviews conducted
4. Informal offer extended (*verbal or email*)
5. Formal offer extended from epihr@uw.edu via email and includes:
 - *Job description*
 - *Salary information*
 - *Tuition and healthcare eligibility*
 - *Duration of appointment*

Locating Open ASE Positions

Epi Department:

- > TA Positions typically post 8 weeks in advance of the quarter

**Students will receive an email notification for all open positions that outline the position and the process for applying.*

- > RA Positions posted as they arise and are dependent upon new funding source

Other Departments Hiring for RA or TA Positions:

- > Handshake
- > SPH Employment Page

Future Questions

Please reach out to me with questions regarding Staff or ASE employment!

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