**GUIDE TO 2022-23 ASSISTANTSHIPS**

SIPA Assistantships are job opportunities for SIPA students. You may hold one appointment per semester. There are four different types of assistantships offered by SIPA, each described below.

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| **Teaching Assistants (TAs)** | **Readers** |
| o Work up to 20 hours per week. $12,978 a semester.  o Provide administrative support (i.e. photocopying, posting on CourseWorks, placing course material on reserve, requesting AV, etc.)  o Hold office hours and lead recitations.  o Assist with grading. | o Work up to 15 hours per week. $6,489 a semester.  o Provide administrative support (i.e. photocopying, posting on CourseWorks, placing course materials on reserve, requesting AV,  etc.)  o Hold office hours. DO NOT  lead recitations.  o Assist with grading. |

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| **Program Assistants (PAs)** | **Student Assistants** |
| o Work average of 12-13 hours per week.  Paid $30 an hour up to $6,000 a semester.  o Provide administrative support to the program or office. | o Work on average 9-10 hours per week. Paid $21.50 an hour up to $3,225 a semester.  o Provide administrative support (i.e. photocopying, posting on CourseWorks, placing course material on reserve, requesting AV, etc.)  o DO NOT conduct instructional duties (i.e. grading, leading recitations, holding office hours, etc.) |

**Teaching Assistantships (TA’s)** support course instructors in a variety of tasks relevant to the management, organization, and presentation of course materials to students. TA’s generally attend class lectures, lead recitations, hold office hours to address students’ questions about course material, and may assist with grading (with a key) and proctoring of exams. TA’s also perform other related duties as assigned by the course instructor. A TA must work 20 hours per week throughout the semester. A TA position pays $12,978 a semester.

**Readers** in quantitative courses are responsible for grading weekly assignments and exams (with a key) as well as maintaining student records. They generally hold office hours to address questions about course materials. Readers also perform other related duties as assigned by the course instructor; they provide administrative support (i.e. photocopying, posting on CourseWorks, placing course materials on reserve, requesting AV, etc.). They do not lead recitations. A Reader position pays a total of $6,489 per semester. Readers work an average of 15 hours per week throughout the semester.

**PAs-Faculty** assist the Directors with student communications, and administrative matters. They plan events, maintain communication with students, and work with the SIPA administration on concentration/specialization/institute/program-related issues. They also perform other related duties as assigned by the Director. A PA-faculty position pays $30 an hour up to a total of $6,000 per semester. PA’s work an average of 12-13 hours per week throughout the semester, for a total of 200 hours.

**PAs-Offices** are selected by, and work in, the many offices of administration that carry out and support the daily functions of the School. Responsibilities vary by office. A PA-admin position pays $30 an hour up to a total of $6,000 per semester. They work an average of 12-13 hours per week throughout the semester, for a total of 200 hours.

**Student Assistants** are assigned to specific instructors to help prepare course materials and administrative issues. Students do not apply for Student Assistant positions. All applicants for Assistantships are considered for these positions. In some cases Student Assistants may not be assigned until the start of the semester. A Student Assistant position pays $21.50 an hour up to a total of $3,225 per semester, for a total of 150 hours.

Note: No student can receive any form of funding from SIPA while attending a school other than SIPA. Dual degree students are fully eligible for all types of aid offered by SIPA, but if they are offered a scholarship or assistantship position and then decide to attend the other Columbia School during one or both terms, the aid is forfeited for semesters not in attendance at SIPA. Students can reapply for funding for those terms in which they will enroll at SIPA.