**GUIDE TO 2023-24 ASSISTANTSHIPS**

SIPA Assistantships are job opportunities for SIPA students. You may hold one appointment per semester.

**Officer positions:**

|  |  |
| --- | --- |
| **Teaching Assistant II (TA)** | **Reader/Departmental Research Assistant (DRA)** |
| * Work up to 20 hours per week. $13,367 a semester. * Hold office hours, lead recitations, and attend lectures. * Assist with grading. * Provide administrative support (i.e. photocopying, posting on CourseWorks, placing course material on reserve, requesting AV, etc.) | * Work up to 15 hours per week. $6,684 a semester. * Hold office hours. DO NOT lead recitations. * Assist with grading. * Provide administrative support (i.e. photocopying, posting on CourseWorks, placing course materials on reserve, requesting AV, etc.) |

**Student Casual Hire positions:**

|  |  |
| --- | --- |
| **Program Assistants (PA)** | **Student Assistants (SA)** |
| * Work average of 12-13 hours per week. * Paid $30 an hour up to $6,000 a semester (200 hours). * Provide administrative support to the program or office. | * Work on average 9-10 hours per week. Paid $22 an hour up to $3,300 a semester (150 hours). * Provide administrative support (i.e. photocopying, posting on CourseWorks, placing course material on reserve, requesting AV, etc.) * DO NOT conduct instructional duties (i.e. grading, leading recitations, holding office hours, etc.) |

|  |  |  |
| --- | --- | --- |
| **Assistantship** | **Salary/Semester** | **Service Commitment/Semester** |
| TA | $13,367 | 20 hours/week |
| Reader/DRA | $6,684 | 15 hours/week |
| PA | $30/hour up to $6,000 | 12-13 hours/week; 200 hours |
| SA | $22/hour up to $3,300 | 9-10 hours/week; 150 hours |