INTRODUCTION
This guide provides an overview of the assistantship process for the 2016-2017 Academic Year. The guide includes information about the assistantship information session, application deadline, application and selection processes, eligibility, and the financial award and service commitment overview.

ASSISTANTSHIP INFORMATION SESSION
Friday, January 26, 2016 from 1-2pm in 417 IAB (Altschul Auditorium). Join us for a more detailed explanation of the process.

APPLICATION DEADLINE
This year’s application deadline for fall-2016 positions is Thursday, February 4, 2016, at 11:59 PM (EST). The deadline to apply for spring-2017 positions will be announced later.

APPLICATION AND SELECTION PROCESS
- Job descriptions for Fall-2016 positions can be reviewed [here](#).
- The application will open for students on January 26, 2016 at 4pm. You may apply for as many positions as you would like. You will not be required to rank your preferences. You must, however, be in good academic standing and be registered full time at SIPA for the Fall 2016 term.
- Supervisors will receive a list of all candidates interested in their position. They will rank their top candidates.
- Students will be notified of the results of the Fall-2016 application on April 22, 2016, and have until April 29, 2016 in order to respond.

ELIGIBILITY
- The application process is open to all SIPA students. However, students must be in good academic standing in order for their application to be reviewed and considered for an assistantship.
- Students must be registered full-time, and in residence at SIPA, with a minimum of 12 credits for the duration of the assistantship.

In addition to the eligibility requirements; listed below are important points to keep in mind while submitting your application:
- Students must report any scholarship or fellowship awards received from sources other
than SIPA to SIPA’s Office of Financial Aid.

- Dual-degree students planning to enroll for only one semester (fall or spring) may only apply for assistantships available during the semester they plan to be in residence full-time at SIPA.

FINANCIAL AWARD AND SERVICE COMMITMENT OVERVIEW

SIPA Assistantships have a service commitment, whereby students participate in the operation of the School. Assistantships have both a scholarship and salary component as part of the financial award.

Below is a breakdown of the commitment requirement and the financial award associated with each assistantship category:

1. **Teaching Assistant (TA)**
   TAs support course instructors in a variety of tasks relevant to the management, organization, and presentation of course materials to students. TAs generally attend class lectures, hold office hours to address students’ questions about course material, and may assist with grading and proctoring of exams. TAs also perform other related duties as assigned by the course instructor.

   Commitment: **20 hours per week**
   Award per semester of appointment:
   Tuition credit: $15,000
   Salary: $5,000
   Total award: $20,000

2. **Departmental Research Assistant (DRA)**
   - **DRAs for Courses**
     In quantitative courses, DRAs are responsible for grading weekly assignments and exams as well as maintaining student records. They generally hold office hours to address questions about course material. DRAs also perform other related duties as assigned by the course instructor.
   - **DRAs for Concentrations, Specializations, Institutes and Programs**
     In addition to courses, DRAs also assist Concentration, Specialization, Institute, and/or Program Directors with the management of their courses, student communications, and administrative matters. DRAs plan events, maintain communication with students, and work with the SIPA administration on concentration/specialization/institute/program-related issues. DRAs also perform other related duties as assigned by the Director.

   Commitment: **15 hours per week**
Award per semester of appointment:
Tuition credit: $8,100
Salary: $2,400
Total award: $10,500

3. Reader
Readers are assigned to specific instructors to help prepare course materials or to help instructors with administrative issues. Students do not apply for Reader positions; all Assistantship applicants are automatically considered for these positions. In some cases, Reader positions may not be assigned until the start of the semester.

Commitment: 5 hours per week
Award per semester of appointment:
Tuition credit: $4,700
Salary: $1,300
Total award: $6,000

4. Program Assistant (PA)
Program assistants are selected by and work in the many offices of administration that carry out and support the daily functions of the school. Administrative responsibilities may vary by office and a complete list of position descriptions is provided below.

Commitment: 15 hours per week
Award per semester of appointment:
Tuition credit: $8,100
Salary: $2,400
Total award: $10,500