

**EASTERN ILLINOIS UNIVERSITY
THE GRADUATE SCHOOL**

Graduate Assistant Instructional, Research, and Service Mission

The Mission of Graduate Assistantships

Graduate Assistantships are provided for financial support to make graduate education accessible to competitive well-qualified graduate candidates who seek advanced preparation in Eastern's graduate programs. Assistantships provide superior graduate education through instructional, research and applied learning experiences that also advance Eastern's teaching, research, and service mission. **Duties must take up at least 50% of the student's time for classification in a specific category.**

Instructional Mission

1. Supervised Instruction: A supervised instructional assignment includes but is not limited to a graduate assistant delivering 50% or more of the course or laboratory content, grading 50% or more of the course or laboratory assignments, and assessing the student's academic work for those enrolled in the course or laboratory section during a specified term or terms under the supervision of the instructor of record or faculty member assigned to supervise the instruction. Supervised instruction includes courses on Eastern's campus or offered off campus, those in public schools, those in community colleges, or other education venues as appropriate to the program. Supervised instruction may also include accompanying/coaching musical or vocal performances. Candidates selected for this assignment must meet departmental selection criteria and must complete required courses, training, orientations, or other obligations as required for the appointment.
2. Instructional Assistance: An instructional assistance assignment includes a graduate assistant delivering less than 50% of the course or laboratory content during a specified term or terms under the supervision of the instructor of record, providing grading assistance for the assignments with the instructor of record having primary responsibility for instruction, grading, and grade assignment. Instructional assistance may also include, but is not limited to, assisting with management or practical details of the course or laboratory, supervising small groups or seminars related to activities that support the instruction of the course, student-focused instructional support including extra help for students enrolled in courses, review sessions, test reviews, proctoring exams, hosting special learning seminars, tutoring or mentoring students, or other opportunities directly related to improving student performance in the class.

Research Mission

1. Supervised Research: A supervised research assignment includes but is not limited to a graduate assistant actively contributing to a faculty member's funded or non-funded research/creative activity during a specified term or terms under the supervision of the primary investigator. The title, abstract, timetable, and an expected outcome (completion of a grant, sponsored project, presentation, or publication) of the project are formally established through the Office of Research and Sponsored Programs or through department specified policies. The graduate student may be conducting her or his own research/creative activity project in conjunction with the supervising faculty member or as an independent but related project.
2. Research Assistance: A research assistance assignment includes but is not limited to a graduate assistant providing support for faculty research efforts that may evolve into formal research efforts or support for student-initiated projects such as research associated with an undergraduate course, undergraduate theses or research papers, or graduate theses or research papers. Eligible research activities include organized research, scholarly inquiry serving the public interest, and activities primarily aimed at student training and knowledge discovery. Programmatic activities designed to facilitate research—such as seminars, workshops, consultations, and general research support for faculty and students—are also included. Library research, archival processing, and conducting research for an academic or administrative unit are also included.

Service Mission

1. Supervised Service: A supervised service assignment includes a graduate assistant contributing 50% or more time in support of a University, College, or Academic Department or Program under the supervision of the unit's oversight staff. Activities include but are not limited to technical supports services (e.g., website management, equipment management, creation of web-based applications), athletics, career counseling, event planning, and housing and dining services.
2. Service Assistance: A service assistance assignment includes a graduate assistant providing general support for campus-wide services who perform routine, direct-support tasks (e.g., clerical work, data entry, scheduling, managing department social media accounts, creating promotional materials), and other support services.