



Missouri University of Science and Technology

On-campus Graduate Student Assistantship

July 2026

What is an assistantship?

Graduate Assistantships are designed to provide academic and professional work experience for graduate students in exchange for compensation (i.e. Stipend) and tuition remission based on campus standards.

HR-204 Student Employment Titles



Missouri University of Science and Technology

Types of assistantships

Graduate Teaching Assistant (GTA)

Assist with formal classroom and/or lab instructional duties related to the student's academic program. Examples include leading or assisting with lectures and discussions, managing laboratory sections, quizzes, tutoring, grading, and developing materials. May hold office hours.

Graduate Instructor Assistant (GIA)

Instructor of Record with full teaching duties for undergraduate courses.

Graduate Research Assistant (GRA)

Assist with research activities related to the student's academic program. Examples include conducting experiments, organizing and analyzing data, documenting research results, assist with publication preparation, and may present findings in publications or at conferences.

Graduate Professional Assistant (GPA)

Administrative, professional, or technical duties which support growth and knowledge related to the student's field of study and career preparations and are not directly involved with academic teaching or research. Examples include advising students, coordinating student services, librarian/archivist's duties, and data analytics.

Types of assistantships

& how they're (generally) funded

Graduate Teaching Assistant (GTA) Campus funds (Provost, College, Dept)

Graduate Instructor Assistant (GIA) Campus funds (Provost, College, Dept)

Graduate Research Assistant (GRA) Sponsored research, faculty accounts
or department accounts

Graduate Professional Assistant
(GPA) Sponsored research, faculty accounts
or department accounts

Finding assistantships

Most students with graduate assistantships obtain them through their academic programs.

Academic programs provide graduate students with official signed letters of assistantship awards with detailed information about assistantship expectations, responsibilities, and compensation. Each offer must delineate the length of the appointment.

Typical eligibility

- PhD or MS Thesis* graduate student
- **Enrolled full-time** in coursework for their program of study (for the entire duration of employment)
- Pursuing a degree
- Pass GTA workshop if applying for GIA/GTA

**rarely non-thesis*

Pay rate for Graduate Assistantships

Stipend X

- Paid monthly (exempt)
- Rate of pay tied to FTE status (full time equivalent)
 - 25% = ~10 hours/week
 - 50% = ~20 hours/week
- Minimum and maximum rate of pay set by Stipend X each Spring
- Duration is tied to semesters set in Stipend X

MASTER & DOCTORAL GRADUATE STIPEND BY SEMESTER FOR

2026 - 2027
EFFECTIVE DATES: 8/16/2026 - 8/14/2027
ACADEMIC APPT YEAR: 8/16/2026 - 5/15/2027

	Days Worked	Factor (rounded)
Fall Semester	99 / 109	5
Spring Semester	96 / 96	4
Summer Semester	65 / 77	3
		12

Appointment Semester Totals (MIN)					
Masters			PhD		
25%	50%		25%	50%	
5,347.32	10,694.60		5,561.21	11,122.37	
5,291.04	10,582.03		5,502.67	11,005.30	
3,520.54	7,041.05		3,661.36	7,322.68	
14,158.90	28,317.68		14,725.24	29,450.35	

			Master				Doctoral			
			MIN	25%	MAX		MIN	25%	MAX	
Dates	Days Worked Per Month	Factor	1,182.04		1,541.67		2,364.07		3,083.34	
08/16/26 - 08/31/26	11 / 21	0.52381	619.16		807.54		1,238.32		1,615.08	
09/01/26 - 09/30/26	22 / 22	1.00000	1,182.04		1,541.67		2,364.07		3,083.34	
10/01/26 - 10/31/26	22 / 22	1.00000	1,182.04		1,541.67		2,364.07		3,083.34	
11/01/26 - 11/30/26	21 / 21	1.00000	1,182.04		1,541.67		2,364.07		3,083.34	
12/01/26 - 12/31/26	23 / 23	1.00000	1,182.04		1,541.67		2,364.07		3,083.34	
Fall Semester 2026	08/16/26 - 12/31/26		5,347.32		6,942.22		13,948.44		5,561.21	
01/01/27 - 01/31/27	21 / 21	1.00000	1,182.04		1,541.67		2,364.07		3,083.34	
02/01/27 - 02/28/27	20 / 20	1.00000	1,182.04		1,541.67		2,364.07		3,083.34	
03/01/27 - 03/31/27	23 / 23	1.00000	1,182.04		1,541.67		2,364.07		3,083.34	
04/01/27 - 04/30/27	22 / 22	1.00000	1,182.04		1,541.67		2,364.07		3,083.34	
05/01/27 - 05/15/27	10 / 21	0.47619	562.88		734.13		1,125.75		1,468.26	
Spring Semester 2027	01/01/27 - 05/15/27		5,291.04		6,900.81		10,582.03		13,801.62	
05/16/27 - 05/31/27	11 / 21	0.52381	619.16		807.54		1,238.32		1,615.08	
06/01/27 - 06/30/27	22 / 22	1.00000	1,182.04		1,541.67		2,364.07		3,083.34	
07/01/27 - 07/31/27	22 / 22	1.00000	1,182.04		1,541.67		2,364.07		3,083.34	
08/01/27 - 08/14/27	10 / 22	0.45455	537.30		700.77		1,074.59		1,401.53	
Summer Session 2027	05/16/27 - 08/14/27		3,520.54		4,591.65		7,041.05		9,183.29	
Total Academic Year			14,158.90		18,466.68		28,317.68		36,933.35	

Tuition

25% FTE Assistantship

- N/R waiver applied for up to full-time
- 50% tuition for up to full-time paid

50% FTE Assistantship

- N/R waiver applied for up to full-time
- 100% tuition for up to full-time paid

N/R stands for non-resident – only provided for 25% assistantship & above

Full-time is 9CH in fall or spring and 3CH in summer (unless a milestone is recorded allowing for one hour as full-time enrollment), as stated in Chancellor Policy II-20.

What is the student responsibility?

- Maintain full-time enrollment and make satisfactory progress toward degree
- Good conduct
- Perform responsibilities well and for the duration expected
- Communicate with supervisor
- Ask if allowed to have secondary employment on-campus (before)
 - Maximum for Assistantships is 50% FTE

Graduate Student Appt & Tuition Coverage

Fall 2026 Timeline

Staff & Faculty work hard to ensure stipend & tuition waivers are handled in a timely manner.

June 23 ★

Staff: Request appointment and tuition plan from faculty

June 23

Staff: Remind students to enroll by July 14

July 10

Staff: Email reminders: student enrollment and faculty submission

July 14

Students: Deadline to enroll to avoid delays in processing

July 14 ★

Faculty: Deadline to return appointment and tuition plan to staff

July 15 – Aug. 13 ★

Staff: Submit Waiver/Tuition Coverage in Grad Waiver App (including LOAs and Terminations)

July 15 – Aug. 13

Staff: Enter student ePAFs: Hires, LOAs, and Terms in HR System
Email students & faculty: "students cleared to work" notice, once approved

Aug. 13

Staff: Deadline to email students & supervisors "no work beginning August 16" notice (for students not enrolled or no appointment info confirmed)

Aug. 13 ★

Staff: Deadline to enter appointment ePAF changes (ALL Hires, Terms & LOAs)

Aug. 14

College Staff: Enter LOAs for any missed students (NOTE: College staff only process to avoid overpayments)

Aug. 14

ePAF Deadline* - Monthly Payroll (students entered after this date will not receive an August paycheck until September)

Aug. 15

First tuition bill generates

Aug. 16

First Day of Fall 2026 Appointment (StipendX)

Sept. 10

First tuition bill due (late fees begin & payment plan fee assessed)

Who can fill our role?

Dr. Bear is seeking a 50% graduate research assistant for their machine learning sponsored project for fall 2026.

Blake

Master's-thesis student in Comp Sci

Enrolled in 6 credit hours for fall 2026

Works 25% GTA for Dr. X

Background in Machine Learning

Sawyer

PhD student in Comp Sci

Enrolled in 9 credit hours for fall 2026

No other employment

Background in Machine Learning

Who can fill our role?

The Math department is seeking a 25% GTA for their math-101 course for fall 2026.

Blake

Master's-thesis
Student in Math

Enrolled in 9 credit
hours for fall 2026

Passed the GTA
workshop

No other
employment

Sawyer

Master's non-thesis
Student in Math

Enrolled in 9 credit
hours for fall 2026

Passed the GTA
Workshop

No other
employment

Let's look at a letter together ...

Resources

<https://catalog.mst.edu/graduate/generalinformation/fellowshipsresearchassistantshipsteachingassistantshipsandgraduate/>

https://www.umsystem.edu/ums/rules/collected_rules/personnel/ch320/320.050_employee_status

<https://www.umsystem.edu/ums/rules/hrm/hr200/hr204>

<https://grad.mst.edu/funding/stipendx/>

<https://chancellor.mst.edu/policy/> (II-20 & II-26)