



THE OFFICE OF ACADEMIC AFFAIRS

STUDENT APPOINTMENT GUIDE

STANDARD HOUR & PAY RATE SUMMARY

Undergraduate Student Appointments

Student Classification	Enrolled Terms Maximum hours	Off Term & Breaks Maximum hours	Pay Range
Student Assistant – Domestic	28	38	\$8.' \$ – 13.00
Student Assistant – International	20	38	\$8.' 0 – 13.00
Federal Work Study Student Assistant	20 Students may hold concurrent role. Combined maximum is 28 hours	Off Term - N/A Must be enrolled at least half time to qualify for FWS - hire into a non-FWS role. Breaks – 38 Approval required to work up to 38 FWS hours, service center will send confirmation from FWS Office leading up to each break	See FWS Pay Range List Ranges are assigned by the FWS Office based on the information included in the job posting.
Student Intern Approved Internship program required	28 Domestic / 20 International	38	Varies by program
Non-OSU Student Assistant	28	38	\$8.' 0 – 13.00
Undergraduate Trainee/Fellow	Trainees/Fellows are not OSU employees and cannot perform work for OSU without approved concurrent student employment role.		Varies by program

Graduate Student Appointments

Student Classification	Enrolled Terms Maximum hours	Off Term Maximum hours	Pay Range Information
Graduate Associates	20 < or > 20 total hours requires Grad School Approval. Combined total of 30 hours is the max that may be approved.	N/A See course requirements below for minimum credit hours. Use Student Associate role to bridge the off term if below min credit hours and returning to GA position next term	Minimum stipend: \$16,515 for 50% FTE for 9 month appointment Prorate for other FTE %
Student Associates	N/A * Appointment should only be used to bridge the off term for GA positions.	38	Equivalent to GA hourly rate for same level of work, or use Student Assistant for lower level of work
Graduate Fellows	** Fellows are not OSU employees and cannot perform work for OSU without an approved concurrent employment role		Varies by program

* For Professional programs/advanced level consulting, see service center for assistance.

** Concurrent employment roles for Graduate Fellows **must** be approved by the Graduate School prior to assigning work.

Course Enrollment Requirements for Graduate Students with Tuition & Fee Authorization:

Student Classifications	Autumn/Spring Semester	Summer Semester
50% FTE Graduate Associates	8	4
25% FTE Graduate Associates	4	2
Fellows	12	6
Post-Candidacy Doctoral Students	3	3