Overview
The Undergraduate Assistantship program provides on-campus, paid, paraprofessional creative activities and/or research opportunities for SIU undergraduate students. Students selected for an Undergraduate Assistantship are able to work directly with a faculty member or professional level staff member in a position that is related to their career/academic discipline. These positions are salaried and students will be able to earn up to $800 per month. The Undergraduate Assistantship does not provide a tuition waiver to the student.

This program is coordinated through the Center for Undergraduate Research and Creative Activities Office. You may contact the office at 453-4433 or via email at ugrada@siu.edu.

Undergraduate Assistantship Policy
General Eligibility:
1. Undergraduate Assistantships are available throughout campus for both academic and non-academic departments. Every effort should be made to distribute these positions across campus and academic disciplines as broadly as possible.
2. Undergraduate Assistantships are salaried positions. Students are paid on a monthly basis. Students who work 10 hours per week will be paid $400/month, 15 hours per week will be paid $600/month, and 20 hours per week will be paid $800/month.
3. Undergraduate Assistantships do not provide a tuition waiver.
4. Undergraduate Assistantships are not eligible for Federal Work-Study funding.

Position Eligibility:
1. Undergraduate Assistantships are on-campus, paid, paraprofessional creative activities and/or research employment opportunity for the student. These positions must provide a level of service or responsibility different from that of other student employment positions within the department. It is the department's responsibility to assure that this distinction exists.
2. Undergraduate Assistantships must be different from graduate assistantship positions within the department. It is the department's responsibility to assure that this distinction exists.
3. Undergraduate Assistants may not participate directly in the teaching of a course.
4. Undergraduate Assistantships should be related to the student’s career/academic discipline. It is the department's responsibility to assure that this relationship exists between the position and the selected student.
5. Undergraduate Assistants must have direct, ongoing contact with the faculty member or professional level staff member who was awarded the assistantship.
6. If the faculty member or professional level staff member who was awarded the Undergraduate Assistantship leaves the campus for any reason (sabbatical, termination, etc.), the assistantship will be forfeited. The assistantship cannot be transferred to a person who replaces the original supervisor.
7. Undergraduate Assistants are paid from state funds. Funds will be transferred to the department for approved positions. The department is responsible for having access to a state account to hire and pay an Undergraduate Assistant.

Student Eligibility:
1. Preference will be given to students who are juniors or seniors.
2. Students must have an SIU cumulative grade point average of 2.25 or higher to participate in the program. If the student is an incoming transfer student, he/she must have a 2.25 or higher grade point average from their previous school(s).
3. Students must have and maintain full-time enrollment (12 hours). Exceptions may be made for
    students who are in their last semester and need less than 12 hours to graduate. Confirming
documentation for this exception will be required from the students’ academic advisors.
4. The University policies regarding students holding multiple positions will apply for this program.
5. The University Housing policy regarding Undergraduate Assistantships will apply. A student
    holding a Resident Assistant position cannot hold an Undergraduate Assistantship position.
6. An undergraduate assistant must be enrolled in an undergraduate degree program; unclassified
    students and seniors with degrees are not eligible for undergraduate assistant appointments.
7. Students may hold an Undergraduate Assistantship position for up to two years, but they must
    re-apply each year.
8. Security-sensitive positions require the University to conduct a pre-employment background
    investigation on the employee, which includes a criminal background check, before any offer of
    employment is made.
9. An appeals process is available for students who do not meet the eligibility criteria.

Undergraduate Assistantship Procedures and Responsibilities
1. The university community is notified of the Undergraduate Assistantship program and
    encouraged to create positions and submit an application request.
2. Hiring departments obtain the application forms from the UGA website
    http://undergraduateassistantship.siu.edu/. Each requestor can only fill out and submit one
    application, but he or she may request more than one position. The completed forms are
    submitted electronically via this website.
3. A university committee reviews the applications and selects positions for funding. These
    positions are available for both academic and non-academic departments, and every effort should
    be made to distribute these positions as broadly across campus and majors/disciplines as possible.
    All applicants will be notified of the committee’s decision.
4. The selected positions are posted to the UGA website so that qualified students have an
    opportunity to apply.
5. The student community is notified of the Undergraduate Assistantship program. Students with a
    2.25 grade point average and higher will be encouraged to review the website and to apply for
    these positions. Each student will follow the application procedures detailed by the department.
    All positions must be posted on the website for at least two weeks before supervisors can begin
    submitting names of students for approval.
6. The hiring department interviews candidates and selects the student they wish to hire. The
    department position supervisor sends the UGA position number plus the name, student
    identification number (Dawg Tag), and email address of the candidate to the Center for
    Undergraduate Research and Creative Activities Office electronically to ugrada@siu.edu for
    review to assure that the student meets the student eligibility criteria. If approved, the Center for
    Undergraduate Research and Creative Activities Office notifies the department that they can
    proceed with the hiring process.
7. The department obtains and completes the following hiring forms:
    Notice of Undergraduate Assistant Appointment (AIS E-Forms)
    Personal and Professional Data Sheet (AIS E-Forms)
    I-9 Employment Eligibility Verification Form
    W-4/IL W-4 Tax Forms
    Authorization for Payroll Electronic Direct Deposit Form
    Acknowledgement of Mandated Reporter Status Form
    Ethics Form
Visa Verification (required for students who are not U.S. Citizens)
A21 Distribution of Effort Form (if applicable)

The student selected must meet the position criteria provided on the Application to Request Position form. The departmental signatures on the hiring documents indicate that the selected student meets those requirements. The completed hiring forms should be returned to the Center for Undergraduate Research and Creative Activities Office. A student cannot begin working until all completed forms have been returned to this office. The Center for Undergraduate Research and Creative Activities Office will not backdate any contracts.

8. Students will be paid monthly on the first of every month.
9. The Center for Undergraduate Research and Creative Activities Office will monitor Undergraduate Assistants to assure they continue to meet the student eligibility criteria. Students who do not continue to meet the student eligibility criteria will be terminated from the position, unless an appeal is approved.
10. The supervisor should evaluate the student at the mid-point of the appointment. Students who are not meeting the expectations of the Undergraduate Assistantship appointment may be terminated.
11. Students awarded an undergraduate assistantship are required to present at the annual Undergraduate Creative Activities and Research Forum held each spring semester on the campus of Southern Illinois University Carbondale.