

8.1 GRADUATE ASSISTANTSHIP AND HOURLY EMPLOYEE POLICIES AND PROCEDURES

Graduate Assistant and Graduate Hourly Appointees fill a unique position in a university because appointees are both students and employees of CSM. Graduate Assistants are defined as students who have been hired to provide academic and research support. Hourly Appointees provide general program support. As a Graduate Assistant or Hourly Appointee, successful completion of employment activities while balancing the demands of an academic program requires significant a significant commitment to both as well as exceptional time management skills. As such, CSM imposes institutional policies regarding graduate employment and places limits on the amount and type of university employment.

The Office of Graduate Studies maintains an up-to-date document describing current policies and procedures as relates to graduate assistant and graduate hourly appointees. This site may be found at <http://www.mines.edu/admiss/grad/assistantships.htm>.