Quick Guide: Grant-Funded Student & External Part-Time Hiring and Payments

Student Eligibility

- **Undergraduate Students:** Must be enrolled in classes to be employed.
- **Graduate Administrative Assistant (GAA):** Must be enrolled in classes; assistantships begin in the Fall semester and continue through the Spring. Additional requirements may apply.
- **Graduate Research Assistant (GRA):** Must be enrolled in classes; assistantships begin in the Fall semester and continue through the Spring. Additional requirements may apply.
- **Academic Specialist (Graduate Student):** Bachelor's degree required; enrollment as a graduate student is not necessary for employment.

Departmental Hiring Responsibilities

Principal Investigator/Project Director (PI/PD): Responsible for completing hiring forms and obtaining approvals. Ensure information aligns with funding and University payment schedules.
- **Processing Time:** Estimated 2 weeks or more.

Grant-Funded Student & External Part-Time Hiring Form: [Form link](Form%20link)
***Important: Students must not begin work without HR clearance. ***

Inquiries
- Grant funding for student hiring: ORSP@kean.edu
- HR documentation: studenthiring@kean.edu
- Graduate Assistantship hiring: ga@kean.edu

Grant-Funded Student Positions and Payments Position Titles

Graduate Administrative Assistant (GAA) & Graduate Research Assistant (GRA)
- **Full-Time:** 15-20 hours/week; full tuition waiver.
- **Half-Time**: 7.5-10 hours/week; half tuition waiver.
- **Quarter-Time**: 3.75-5 hours/week; one-quarter tuition waiver.
- **Appointment:** Academic year (Fall-Spring, not including summer/winter).

Academic Specialist (Part-Time, Temporary)
- Supervised by a full-time employee; may work up to 15 hours/week.

Student Research Assistants (Part-Time, Semester-Based)

- Paid for hours worked from grant funds. Salary disbursed by HR/Payroll.

Grant-Funded Student Payments

Student Payment Types
- **Employment:** Compensation for assigned work (salary-based).
- **Stipend:** Financial support; not considered compensation, often lump-sum, no specific tasks required.
- **Fellowship:** Merit-based scholarships for advanced studies (paid via stipend).
- **Scholarship:** Need/merit-based financial support (paid via stipend).
- **Internship:** Program offered to potential employees, may be paid/unpaid.

Stipend Payments
- Must be requested using the [electronic stipend form](#) according to the request deadline schedule