Quick Guide: Grant-Funded Student Hiring & Part-Time Hiring

Student Eligibility

- **Undergraduates:** 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.

External Part-time Eligibility

- Not current Kean employee
- Has an earned master's degree

Grant-Funded Student Positions:

- **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 (Graduate students, 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 Non-Kean Students/Non-Kean Employee Positions:

- **Academic Specialist (Part-Time, Temporary)**
  - The position is supervised by a full-time employee and may require up to 15 hours of work per week.

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
Important:* Students must not begin work without HR clearance.

Inquiries

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