

North Carolina School of the Arts
Student Assistant Terms of Appointment

ELIGIBILITY

To qualify and to remain eligible for an appointment, the student must be enrolled as a full-time student in accordance with their program working towards an advanced degree and must maintain good artistic/academic standing at NCSA. The student must **not** also be employed by NCSA on a full-time permanent basis in a permanent position within the classified State Personnel Act service.

TERMS OF APPOINTMENT

Typically, students will be offered appointments to provide service related to NCSA's instructional program. Student appointments are considered temporary and do not qualify as permanent employees in the SPA classification system or as EPA Non-Faculty. Students typically are appointed for a 9-month academic year and receive a stipend each month during the academic year. Students will be exempt from social security and Medicare taxes (FICA) but will be required to complete a tax withholding form and an INS I-9 form with supporting documentation prior to the effective date of the appointment. NCSA requires that all stipend checks be paid on the mid month payroll, students will have the option for direct deposit. No vacation, sick leave, medical or retirement benefits are provided.

SERVICE TO THE INSTITUTION

Student assistants are expected to provide support services related to their art school's instructional program. In all cases the assistantship is regarded as a contribution to the student's learning experience as well as a service to NCSA.

STIPEND AND HOURS

The student assistant is provided a stipend on a monthly basis and is not directly dependent on the actual number of hours worked each month, but rather is paid for satisfactory performance of professional responsibilities as required by the Dean of the arts school.

TERMINATION OF APPOINTMENTS

All appointments are made for a 9-month period. Reappointment is not automatic, must be considered on a competitive basis, and is based upon an evaluation of the student's artistic/academic progress and performance as a student assistant. An appointment may be terminated at any time because of unsatisfactory artistic/academic performance (such as probationary status), for failure to register for and complete satisfactorily the required credits in a term, or if the services provided by the student assistant are judged unsatisfactory or unnecessary. Termination of the appointment is not subject to the administrative rules of the North Carolina Office of State Personnel.