Find an Assistantship

Students can find assistantships within or outside of their academic departments. They are posted on the Ball State Graduate School Facebook page, facebook.com/ballstategradschool, and the Career Center website, bsu.edu/careers. Also, check with your department for available positions.

International students are required to purchase health insurance at an annual cost of approximately $1,400.

Contact Us

General questions can be directed to:
765-285-1301
gradschool@bsu.edu

Ball State University Graduate School
West Quad, Room 100
866-285-GRAD (toll-free) or 765-285-1297
gradschool@bsu.edu

bsu.edu/gradschool/assistantships
Ball State offers more than 900 graduate assistant jobs to students annually. Full-time graduate assistants work 20 hours a week and receive a majority waiver of tuition fees and a stipend determined by the department. Part-time assistants work 10 hours a week and receive a waiver for half their tuition cost and a stipend.

Types of Assistantships
- Research (assisting with research projects for departments)
- Service (working in an administrative/office setting)
- Teaching (instructing undergraduate students)

Graduate Assistant Benefits
- Majority waiver of tuition fees (you are still required to pay about $1,500 each semester which accounts for remaining tuition costs and several university fees)
- Potential stipend (amount is determined by your academic department) deposited electronically on a bi-weekly basis (also during holidays and breaks)
- Bookstore discounts
- Access to services at the Ball State Federal Credit Union
- Your spouse or children can take advantage of Indiana-resident tuition for classes while you are a graduate assistant
- Free tickets to regularly scheduled athletic events
- Qualify for a Muncie Public Library card

Minimum Eligibility Requirements
- Good academic standing (no academic probationary status)
- Master's degree students must have a minimum cumulative GPA of 2.75 (or 3.0 in the latter half of their previous degree)
- Doctoral students must have a minimum cumulative GPA of 3.2
- Enrollment in at least 6 graduate credit hours per semester or 3 graduate hours in a five-week session
- Official academic transcript(s)
- Regular (not probationary or conditional) acceptance into a graduate degree program
- Completion of bachelor's degree for master's graduate assistants
- Completion of master's degree for doctoral graduate assistants
- Additional department-specific prerequisites
- No university financial holds

How do I accept an offer of an assistantship?
Follow the instructions from your department or office to accept an assistantship. Near the beginning of the semester in which you will serve, the Graduate School will notify you that your contract is ready to sign. Before you can begin work or get paid, you must sign your contract for the position and complete employment eligibility verification. A list of materials for employment verification can be found at bsu.edu/gradschool/assistantships.

What school-related fees are not covered by an assistantship?
Fees not covered by an assistantship include the recreation center, health center, technology, course, lab, program, other special fees, and remainder of tuition (estimated out-of-pocket costs are $1,500 per semester). Payment plans are available through the bursar’s office.

How do I maintain a graduate assistantship?
You must maintain a minimum cumulative graduate grade point average (3.0 for master’s level or 3.2 for doctoral and specialist level) to continue in the assistantship.

Can I secure the same assistantship from year to year?
This is up to the department for which you work. You should talk to your supervisor, graduate program director, or the chair of the department about continuing your assistantship.

Can I work another job in addition to my assistantship?
Graduate assistants are permitted to work an additional nine hours on campus outside of their assistantship. To be approved for additional outside working hours, students must complete an Additional Employment form and gain approval from their department and the Graduate School.

bsu.edu/gradschool/assistantships