



Guide for Hiring Graduate Interns

GRADUATE INTERNS

A graduate student preparing to enter a student affairs or student service field may be appointed as a Graduate Intern to provide an intense two-year on-the-job training and development experience.

Important Policies

- Graduate Interns enrolled as full-time students shall be required to pay full-time general fund tuition and a University General Fee sufficient to defray the cost of student accident and health insurance. The balance of the University general fee as well as all other fees imposed by the Board shall be waived.
- Graduate Interns enrolled as part-time students shall have waivers of all fees, including summer and winter session fees up to a total maximum of 18 credit hours, provided they are enrolled in courses that are required for the completion of their graduate program.
 - (Please note: Graduate Interns must pay the \$65 registration fee (or higher if the fee structure changes).
- Each campus is authorized to pay Graduate Intern stipends not to exceed \$15,000 for the academic year (nine months) and a stipend not to exceed \$5,000 for summer sessions (three months).
- Graduate Interns may be hired for a maximum of two years if funding exists.
- Appointments are made on an annual basis and students are renewed based on the student's performance as a Graduate Intern as well as stated criteria.
- Graduate Interns must work 35 hours per week.
- Graduate Interns may not be employed by any other state agency or within any other employment category within the university. Graduate Interns are not eligible for dual employment.
- Supervisors are required to notify Human Resources and Graduate Studies if a student is unable to complete their required hours.
 - If a Graduate Intern should stop working at any time during their appointment, supervisor's must inform Human Resources immediately and provide the *last day worked* for accurate payroll processing.

Criteria

A graduate student must meet the following criteria to be appointed as a Graduate Intern (GI):

- Matriculated in a Graduate program.
- Maintain a 3.0 GPA or higher.
- Preferably be registered part time (3-8 credits) in courses that are required for their graduate program.
- Graduate Interns may not be employed by any other state agency or within any other employment category within the university. Graduate Interns are not eligible for dual employment.

Advertising for a Graduate Intern Position:

- Graduate Intern positions are listed on Handshake, an online database that connects students and alumni to thousands of employers. Central Connecticut State University is listed as an employer. The Career Development Office can post the position on Handshake once you provide a short description of the position and anticipated schedule of hours.

Hiring Process

- The hiring office interviews the student and extends the recommendation to hire after the graduate intern agrees to work 35 hours per week.
- The hiring office notifies Graduate Studies, who confirms that the student meets required criteria.
- If criteria are met, the supervisor works with Graduate Studies to complete the Graduate Internship Appointment form.
- Graduate Studies sends the approved Graduate Internship Appointment form and offer letter to Human Resources.
- Human Resources will contact the student to complete in-person onboarding and to complete background screening (as applicable).
- **No Graduate Intern may begin working until they have completed the onboarding process with Human Resources.**

Renewal

- All Graduate Interns may be renewed for a second year. The supervisor must contact Graduate Studies to complete the Graduate Internship Appointment form to renew a Graduate Intern appointment.