

# Compensable and Non-Compensable Graduate Assistantship Duties

## South Dakota School of Mines and Technology

Graduate students shall not exceed a combined average of twenty (20) working hours per week for all positions worked on campus (excluding federal work study hours) and your hours related to a research assistantship must be documented using the South Dakota Board of Regents work log system. Your duties will include (but are not limited to) those listed below. You will be expected to complete all graduate degree requirements, including thesis and dissertation research, during hours outside of this assistantship.

### Compensable duties

#### **Laboratory and Computing Support:**

- Washing glassware and other laboratory hardware
- Equipment maintenance
- Maintaining Laboratory cleanliness
- Writing and maintaining generally-useful computer code that IS NOT part of a research project
- Testing equipment and technology
- Calibrating equipment and technology
- Laboratory and technology safety checks
- Maintenance of laboratory and technology supplies
- Laboratory waste monitoring and disposal
- Laboratory and technology QA/QC
- Laboratory and technology documentation of all kinds
- Writing and maintaining laboratory procedure
- Organizing and supporting field trips
- Support of technical reports (that are deliverables or compliance documents for grants, contracts, funding entities, etc.)
- Supervising/mentoring undergraduate students working on research projects not related to the student thesis

#### **Teaching and Mentoring:**

- Grading
- Mentoring students
- Laboratory tours
- STEM education support and events
- Undergraduate student recitation/tutoring support
- Organizing & supporting seminars and colloquia
- Supervising undergraduates working on routine lab or maintenance tasks
- Teaching classes
- Teaching Laboratories
- Office hours
- Outreach activities
- Recruiting activities

### Non-Compensable duties

- Research in direct support of the student's project, thesis or dissertation
- Writing and maintaining computer code that IS specifically for a research project
- Supervising/mentoring undergraduate students working on research projects related to the student thesis
- Research that support the student's broader academic education
- "Field" or internship activities that support the student's broader academic education
- Presentations, locally, nationally or internationally
- Writing engineering or science articles
- Writing project summaries,
- Support for technical reports (that are not deliverables or compliance documents for grants, contracts, funding entities, etc.)
- Writing theses or dissertations
- Attending classes, guest lectures, colloquia and seminars
- Studying for classes or, or related subject-matter
- Working on class assignments