



A Quick Guide to Graduate Student Employment at Peabody College

Attending graduate school is an exciting and rewarding endeavor. You're deepening your understanding of things that spark your passion, building connections through shared interests, and building the skills that will help you fulfill your personal and professional goals.

It's also a challenge and requires an investment of your time, money, and energy.

One of the ways in which graduate students at Peabody College are able to help with tuition costs, while also strengthening their experiences, is to take on student employment opportunities.

In this guide, we'll give you a glimpse into how graduate student employment works, who positions are designed for, and how you can find the right role for you.

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“It has been a rewarding experience to aid undergrad students through their journey. It has given me an opportunity to develop my academic professional skills. Most importantly building a relationship with the students and course instructor has really helped me feel settled into the community.”

Omer Ansari, Human Development Counseling
Graduate Teaching Assistant, HOD 2100 (Understanding Organizations)

An Overview of Graduate Student Employment

Employment opportunities available through the university are quite popular among graduate students. There are several different types, but they all offer the chance to get more experience, work more closely with the staff or faculty, and help with tuition costs.

The hours and responsibilities will vary, but typically these jobs are 10–29.5 hours per week. Most of the time, these employment opportunities are dedicated to Professional (Master's) and Ed.D. students only, not Ph.D. students.

BENEFITS OF GRADUATE STUDENT EMPLOYMENT

Part of what makes these jobs so appealing to graduate students is the financial incentive. In exchange for their hard work, graduate students can receive a full or partial tuition benefit, an hourly or monthly wage, or both.

Beyond reducing the tuition costs, the benefits of these opportunities include:

- Getting hands-on experience in your field
- Deepening your expertise in your area of study
- Building stronger relationships on campus, especially with faculty
- Creating a network of people in your industry

Those last two points are really invaluable—the faculty you work with and the people you build a network with can advocate for you and help open new doors for your future.

THE COMMON TYPES OF GRADUATE STUDENT EMPLOYMENT

Generally speaking, there are four types of graduate student employment—teaching assistantships, research assistantships, graduate assistantships and various graduate student worker roles.



Teaching Assistantships

Just like the title says, the primary responsibilities of teaching assistants are to help faculty members teach their undergraduate students.

The exact duties will vary depending on the field of study, but TAs typically help by grading papers and assignments, holding office hours, supervising lab sessions, and giving lectures. All teaching assistantships provide students with an opportunity to grow in their teaching and mentoring skills.



Research Assistantships

Research assistants typically get assigned to a faculty member to help them with a research project. Many faculty members who have ongoing projects either through university funding or a research grant seek help to reduce the workload by partnering with research assistants.

Depending on the field, research assistants often spend their time either in the lab, reading primary and secondary sources, writing reports, analyzing data, or overseeing other team

members who are working on the project. Research assistantships offer students the opportunity to learn more about research methods and data analysis, while growing their on-campus network.



Graduate Assistantships/Student Workers

Graduate assistantships and graduate student worker roles offer students the chance to work within one of the many offices across Vanderbilt's campus, including student services, admissions, career development, tutoring and more.

Specific responsibilities for graduate assistants and student workers vary by office but often include event planning and management, student support, or communications, social media, and outreach. All positions offer students an opportunity

to develop meaningful connections on campus while learning marketable and transferable skills.

“As a Graduate Assistant for Student Accountability, Community Standards and Academic Integrity, I have been able to identify the best practice in balancing being administratively organized and disciplined with confidential information while engaging in a student-facing position. My experience as a Graduate Assistant has provided me with a deeper connection to the Vanderbilt community and has offered me a more extensive understanding of how our institution operationalizes. After graduating from the M.Ed. Higher Education Administration program, I believe I will have acquired a set of tangible skills that will aid my future endeavors in higher-level leadership positions within education.”

Makenna Messina, Higher Education Administration

Graduate Assistant, Vanderbilt Office of Student Accountability, Community Standards and Academic Integrity

Available Employment Opportunities at Peabody College

We are proud to offer many graduate employment opportunities to our students here at Peabody College, within the larger Vanderbilt University, and in the surrounding Nashville community.

Here on campus, graduate students can find fulfilling employment experiences across many departments. Here's a quick snapshot of where jobs may be available and what types of positions each department may offer:



STUDENT AFFAIRS

- Arts and Campus Events
- Center for Student Wellbeing
- Student Affairs Communications (Administration)
- Engagement and Graduate Assistant Program (Administration)
- Project Management/Data (Administration)
- Student Center for Social Justice and Identity
- Student Organizations, Leadership, and Service



RESIDENTIAL LIFE

- Housing & Residential Experience
- Greek Life Housing
- Residential Colleges

OFFICE OF THE PROVOST



- Graduate Admissions and Enrollment Management
- Faculty Affairs
- Research Development and Support
- Office of Undergraduate Education
- Career Advancement and Engagement
- Provost Central Office

OFFICE FOR EQUITY, DIVERSITY AND INCLUSION



- LGBTQI Life
- Center for Spiritual and Religious Life
- Women's Center

Off campus, there are many opportunities at nearby agencies, universities, community partners, and more in which graduate students can do meaningful, rewarding work while earning an hourly paycheck, monthly stipend, or both.

To explore graduate employment opportunities, we invite you to explore our [HireADore](#) (available to admitted students once they receive their digital ID) and [Peabody Job Board](#) portals which have many both on- and off-campus roles available.

HireADore

Welcome to the Student Employment Portal

Vanderbilt Students
Search for a job or sign up for e-mail notification about positions you're interested in.

On-Campus Employers
Post available job positions, review applications, and hire employees. Report your hire directly to your HCM Specialist for entry into VU Oracle Cloud. Employment guidelines and required documents are at your fingertips!

VUMC & Off-Campus Employers
VUMC and Off-Campus Employers may post job opportunities for Vanderbilt students. Off-Campus Employers will be verified before the job posting is approved.

Peabody Master's Student Job Board

These are job opportunities for current Peabody master's students. For other Vanderbilt University job opportunities, please visit [HireADore.com](#)

• [Submit a Job Posting](#)

Department	Title	Start	Hours/Week
Programs for Talented Youth	2024 Summer Leadership Positions (Multiple)	06/01/2024	40+

[View Details](#)

HOW COMPENSATION WORKS

Some positions come with a tuition benefit while others offer an hourly wage to offset the cost of graduate education and living expenses. All positions provide students with hands-on learning and development and the opportunity to gain new skills and experiences.

65% of professional students that graduated in AY 2022-23 secured a graduate assistantship or on-campus employment during their time at Peabody

How to Apply for Graduate Student Employment

We hope you're excited about some of these opportunities and the fulfilling work that you can do while earning your degree.

As you explore these job openings, it's important to remember that many of these positions are popular among students and therefore quite competitive. We encourage you to be flexible and apply for several jobs so that you have a better chance of being matched for one that you enjoy.

“I have prior undergraduate and professional research experience and feel that this is the most growth-fostering laboratory that I have worked for. All the Primary Investigators promote a supportive and encouraging environment. Dr. Seethaler is especially effective at providing positive, constructive feedback. Since starting in the lab, I have found that I have a greater desire to work with children in counseling than I had initially thought.”

Gunnar Budzyn, Human Development Counseling
Graduate Research Assistant, Fuchs Special Education Research

HOW TO APPLY

Graduate student employment at VU Peabody is decentralized, meaning that each office and department is responsible for listing their jobs and may have different application requirements.

To discover the current openings, we encourage you to visit the [Peabody Job Board](#) and [HireADore](#) for additional positions that become available throughout the year. Keep an eye out for email announcements as well.

In each job description, you'll see details for contact information, time requirements, compensation, and the application process. For fall employment, February through July is the best time to apply.

[Peabody Job Board](#)

[HireADore](#)

If you have any questions, please feel free to [request more information](#) or [email us](#) at any time. We are so excited for you and are thrilled to be part of your journey!