



Guidance on Hiring Research Assistants and Teaching Assistants

Overview

Faculty may choose to hire a research assistant (RA) to help with a range of research-related tasks for a defined project or period of time. Some faculty teaching large classes may also choose to hire a teaching assistant (TA). This document provides guidance on eligibility, budget allocation, solicitation of applications, and the hiring process for RAs and TAs.

Who May Serve?

Columbia Law School students, either a J.D. or LL.M. candidate, and sometimes students from other Columbia University divisions, may be hired. Students are permitted to work a maximum of 20 hours per week during the school year. This limit is lifted during break periods (e.g., summer, spring recess).

In rare cases, an individual other than a Columbia student may be hired as an RA, however this appointment process is more complex and costs are significantly higher. Non-Columbia students are not permitted to serve as TAs.

Budget & Wage Rate

Full-time faculty are entitled to 400 hours of research assistance each fiscal year. Unused allocations are not eligible to be rolled over into a new fiscal year. Full-time faculty that are in-residence for only part of the year will receive a pro-rated allocation. (Please note that TA hours are not deducted from this yearly allocation.)

For the 2023-2024 academic year, all student workers will be paid at a rate of \$22.00 per hour.

In the event that a student wishes to work for course credit, please ask them to contact the Office of Registration Services at registrar@law.columbia.edu for further information.

Selecting a Research/Teaching Assistant

Selection of RAs/TAs is at the discretion of each faculty member. Some faculty choose to hire based on past experience (e.g., an exceptional student from a class in a previous semester) or on the referral of a colleague. Others prefer to solicit applications via an open and competitive process.

Faculty who wish to solicit applications may do so via Symplicity—the centralized career portal utilized by both the Office of Private Sector Careers and the Office of Public Interest/Public Service Law and Careers.

Faculty or their assistants should complete the [Research and Teaching Assistant Job Posting Request Form](#) to initiate the process of posting a job description. For questions regarding this process, please contact Nancy Merriman in the Office of Private Sector Careers at (212) 854-3275 or nm3025@columbia.edu.

Hiring a Research/Teaching Assistant

Once selected, students should work with the faculty member's assistant and Law School Human Resources in order to coordinate and complete the hiring process. Hire paperwork can be found [here](#). Completed paperwork should be emailed to Law School Human Resources at hr@law.columbia.edu. *Please note that the documents must be password-protected.*

Law School Human Resources Contact Information

Email: HR@law.columbia.edu

Tel.: (212) 854-5966

Office: William C. Warren Hall, 2nd Floor