



Department of Educational Leadership, Counseling, and Special Education
Graduate Assistant Employment Application

A limited number of Graduate Assistantships are available each semester . To qualify for a graduate assistantship, a student should:
• be accepted into an Education graduate program and enrolled for at least 9 hours during the semester for which s/he is applying.
• have basic office skills (word processing, excellent telephone etiquette, etc.)
• have a recommendation from a College of Education faculty member (or an advisor).
• be able to satisfactorily clear a background check
• be able to work 150 hours per semester (about 10 hours per week) for a full-time position or 75 hours per semester for a part-time position (SUMMER ONLY). Hours are flexible; but, students will usually need to be available during daytime hours (8a.m. and 5p.m. weekdays).

Graduate assistants receive:
• waived tuition (students are still responsible for all fees)
• a stipend (\$1200 for full-time or \$600 for half-time) for the semester worked, paid in monthly installments
-pay will be received at the end of the following months: Fall: September – December Spring: January – April Summer: June & July

Semester & Year for which you are applying: ___ Fall ___ Spring ___ Summer Year: _____

Applicant's Information:

Student Name _____ Student ID# 927 _____

SSN# _____ (if you wish, you may omit this information until after you are hired)

Daytime Telephone Number (____) _____ ext. _____ Pipeline E-mail _____ @aug.edu

Address _____ City _____ State _____ Zip _____

Degree Pursuing: ___ Master's Degree ___ Specialist Degree Degree Area: _____

Work Availability:

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Experience: (scale 1-10: 1=little knowledge, 10=expert knowledge)

- ___ Microsoft Word ___ Excel ___ Banner ___ FrontPage or Dreamweaver
___ Multi-line phones ___ Filing ___ Pipeline ___ Adobe Acrobat (not just reader)
___ Library Research ___ Copiers ___ PowerPoint ___ Other _____
___ Fax Machines ___ Data Entry ___ Scanners

APPLICANTS MUST ATTACH A RESUME

Please have a faculty member from the College of Education write a brief recommendation here:

(Advisor/Instructor signature) _____

Do you currently have group health insurance? ___ Yes ___ No (This info needed due to new student employment regulations)

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Please answer the following questions specifically and precisely. All responses must be typed on a separate sheet. Hand-written answers will not be accepted.

1. Please list and describe any activities, work, and/or supervisory experience that have contributed to your qualification for a Graduate Assistant position.

2. In order to be successful as a Graduate Assistant, you must be able to balance the demands of your graduate study in addition to your personal life and this Graduate Assistant position. How do you handle the competing demands of your time?

3. Personal interaction, communication, and informal leadership skills are necessary for successful performance as a Graduate Assistant. Please describe your experience and the personal strengths you possess which have prepared you for these aspects of the position.

I have read and understand all the requirements associated with serving as a Graduate Assistant in the Department of Education. I certify that all the information I have provided is correct and acknowledge that any information omitted may prevent placement as a Graduate Assistant.

Applicant's Signature

Date

*Please return this completed form to the Department of Educational Leadership, Counseling, and Special Education. **No phone calls or e-mails**, all students will be notified by e-mail or phone if they are accepted for an assistantship. Once we contact you we will then provide you with further information about the position, etc. All students must reapply each semester to be considered for the upcoming semester.*