

## GRADUATE ASSISTANTSHIPS

A limited number of Graduate Assistantships are available each semester to qualified students. 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, pleasant telephone manner, 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, however, students will usually need to be available to work during daytime hours (between 8am and 5pm weekdays).*

Graduate assistants receive:

- waived tuition (students are still responsible for all fees)
- a stipend (\$900 for full-time or \$450 for half-time) for the semester worked, paid in monthly installments

Semester & Year for which you are applying: \_\_\_ Fall \_\_\_ Spring \_\_\_ Summer Year: \_\_\_\_\_

I can work [Summer semester only]: \_\_\_ full-time \_\_\_ half-time \_\_\_ either full-time or half-time

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 \_\_\_\_\_

I am pursuing a: \_\_\_ Master's Degree \_\_\_ Specialist Degree Degree area: \_\_\_\_\_

I am available to work the following hours:

\_\_\_\_\_ Mondays  
\_\_\_\_\_ Tuesdays  
\_\_\_\_\_ Wednesdays  
\_\_\_\_\_ Thursdays  
\_\_\_\_\_ Fridays

**Experience** (rate any that apply 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 \_\_\_\_\_

*Applicants may attach a resume if they wish, but one is not required.*

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Advisor/Instructor signature)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

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

*Please return this completed form to Erika Bartlett in Department of Educational Leadership, Counseling, and Special Education. Students will be notified if they are accepted for an assistantship and will need to sign a contract in the Dean's Office. Students must reapply each semester.*