Application for Graduate Assistantship

Graduate assistantships provide scholarship assistance for full-time graduate-level students while also giving them opportunities to grow in one or more areas of professional competence related to their chosen program of study. Students selected for an assistantship receive scholarship money at the beginning of each semester instead of a monthly paycheck. Candidates for assistantships are selected in the spring prior to the academic year and must reapply each year. Interested students must complete the assistantship application by the deadline posted on the Financial Aid website.

The following is a list of tasks that a Graduate Assistant might undertake:

- Resident Course Administration:
  - Prepare and submit Library Reserve and Textbook Order forms
  - Prepare class roster in grade book
  - Record and calculate grades of student course work
  - Help prepare instructional materials
  - Prepare PowerPoint presentations for class
  - Develop and maintain course website

- Distance and Online Course Administration:
  - Perform tasks related to course development (secure copyright permissions, prepare instructional material)
  - Develop and maintain course website
  - Serve as course contact person for students
  - Monitor course discussion forums

- Advising:
  - Maintain current advisee lists with contact information
  - Act as liaison to advisees, keeping them updated on academic administrative matters

- Recruitment:
  - Contact prospective students in routine matters using materials prepared by faculty
  - Perform tasks in support of activities cultivating and sustaining relationships with leveraged partners

- Scholarly Work Support:
  - Provide bibliographical updates in support of courses and research
  - Perform tasks in support of scholarly research and writing

Requirements:

- ✓ Must be formally enrolled in a masters-level degree program.
- ✓ Must be taking a full-time course load (as defined by the Financial Aid Office).
- ✓ Must be able to demonstrate competence in area of study.
- ✓ Must complete a FAFSA by the G.A. Application deadline and demonstrate financial need.
- ✓ Must be able to dedicate 12 hours per week to working with the assigned professor.

Application for Graduate Assistantship

Name		Date of application	
Email address		Student ID#	
Phone		Social Security #	
Local address			
College of enrollment			
Degree program			

Concentration courses completed to date:

Course number	Course title	Semester taken

Previous postsecondary education:

Degree	Institution	Year of graduation

Previous employment:

Company name	City and state	Type of work

Have you ever been employed as a student worker at CIU before? ☐ Yes ☐ No
If yes, please identify the department(s) and type of work:

Special Skills, Qualifications, Certifications, and Activities:

Other Helpful Information:

Applicant's signature_____ Date _____

Please attach a resume if available and submit completed application to your Academic Dean's Office. Students should not submit more than one Graduate Assistant Application.*

Office Use Only

Hired: Yes No Faculty Member Assigned: _____

Total Hours to Work per Week _____ Amount Awarded: _____