GRADUATE ASSISTANT AND TEACHING FELLOWSHIP INFORMATION AND APPLICATION

Graduate appointments are designed both to serve the needs of the University and to assist in the professional development of the student. Kent State University graduate appointments are awarded without regard to race, sex, religion, age, or handicap.

A graduate assistant or teaching fellow ***must be admitted unconditionally*** and maintain good academic standing and must carry a minimum of eight hours of graduate credit during each semester of an academic year appointment or a minimum of six hours of graduate credit for a summer appointment. Appointees may not accept any other paid employment within the University during the tenure of their appointment.

Applications for Graduate Appointments indicate a current interest and availability for a graduate appointment. Your application will remain active for one year. In order for your application to remain active after that date, it will be necessary to:

1. Submit a new application and resume

OR

2. Request in writing that your application remain active.

PLEASE NOTE THE FOLLOWING:

- You ***must*** be admitted ***unconditionally*** into a degree program in order to be considered for a graduate appointment.
- This application is ***not*** complete without an accompanying summary or resume outlining your educational background and professional work experiences. ***Incomplete applications will not be considered.***
- Graduate appointees are selected by departmental program areas. Your application for graduate appointment should be submitted to your department for review. Please contact your area coordinator/department chair if you have questions concerning available positions.

GRADUATE ASSISTANTSHIP--A graduate assistant assists with instruction, research, or administrative duties beneficial to the appointee's professional development and to the employing department or office. Master's, educational specialists, and doctoral students are eligible.

TEACHING FELLOWSHIP--A teaching fellow normally teaches courses or supervises students in field experiences related to the appointee's professional development. Teaching fellows must be doctoral students and hold a master's degree.

APPLICATION FOR GRADUATE ASSISTANTSHIP
COLLEGE OF EDUCATION, HEALTH, AND HUMAN SERVICES

KENT STATE UNIVERSITY

Please return completed form with RESUME to the school below to which you have been admitted or applying for admission.

School of Teaching, Learning and Curriculum Studies Room 404 White Hall	School of Lifespan Development and Educational Sciences Room 405 White Hall	School of Foundation, Leadership and Administration Room 316 White Hall	School of Health Sciences Room 100 Nixson Hall

A graduate assistantship is an appointment made by Kent State University to full-time graduate students who display a high level of scholarship and academic excellence. The award is merit based, not need-based, and includes a stipend and tuition.

PERSONAL DATA

Name: _____ Social Security Number _____
Last Name First Name Middle Initial

Current Address: _____ Telephone: (___) _____
Number & Street City State Zip

Permanent Address: _____ Telephone: (___) _____
Number & Street City State Zip

Email Address: _____ Fax: (___) _____

Degree and program to which you are applying or currently in: Degree _____ Program _____

Year and Term Applying for Graduate Appointment: Fall _____ Spring _____

ACADEMIC DATA

Degrees Completed:
Bachelor's Degree: _____ in _____ Date Completed: _____
School: _____

Graduate Degree: _____ in _____ Date Completed: _____
School: _____

PREFERRED WORK ASSIGNMENT

Briefly describe the types of work that would most interest you. List in order of preference. Examples may include teaching, advising, research, assisting program coordinator/school director, working in student affairs, etc.

_____

_____

I am interested in the following type of appointment (check as many as applicable):

____ 20 hours per week assistantship – minimum course load of 8 credits hours per semester.

____ 15 hours per week assistantship – minimum course load of 8 credit hours per semester.

____ 10 hours per week assistantship – minimum course load of 8 credit hours per semester.

(Continue on next page)

In the following section, please indicate the special skills or experience that you have in each area. Please check all that apply and explain briefly the type and years of experience in each area (attach an additional sheet, if necessary).

Office Administrative Experience: _____

_____

Promotional Publication/Design Expertise: _____

_____

Public Speaking/Communication: _____

_____

Computer Skills:

___ Word Processing: _____

___ Spreadsheets: _____

___ Presentation Software: _____

___ Database Software: _____

___ HTML or Web Design Software: _____

___ Programming: _____

___ Experience with various hardware configurations: _____

Teaching or Tutoring: _____

_____

Research: _____

_____

Statistical Analysis/Advanced Mathematics: _____

_____

Foreign Languages: _____

_____

Other: _____

_____

Please list any past scholarships, academic awards, honors, or membership in honorary/professional societies.

_____

_____

_____

Please comment on anything else that may help us better evaluate you as a candidate for a graduate assistantship.

_____

_____

_____

Are you able to come to campus for an interview, if required, before school begins? _____ Yes _____ No

My signature verifies that all of the information given above is complete and accurate.

Signature: _____ **Date:** _____