

APPLICATION FOR GRADUATE ASSISTANTSHIP

PLEASE PRINT:

Name: _____ APP YEAR/TERM _____

Address: _____

Phone Number (Home): _____ (Work): _____

Degree Program: _____ Date Admitted: _____

- First Application Yes No
- Were you awarded a Graduate Assistantship as part of your financial aid package?
 Yes No
- Previously accepted as a GA Yes No
- Indicate semester(s)/date(s) you've worked as a GA: _____

SKILLS INCLUDE:

- _____ Technical Writing _____ Preparing Bibliography _____ Web Design
- _____ Copyediting _____ Laboratory Assistant _____ Web Editing
- _____ Microsoft Office (Word, PowerPoint, Excel, Access)
- _____ Use of Statistics _____ Photography _____ Videography
- _____ Other (Specify) _____

**** PLEASE NOTE:** Graduate Assistants are eligible to work up to an average of 16 hours a week during the academic semester. The number of hours a GA works depends upon availability and the department's annual GA Budget. GAs typically work an average of 4 to 8 hours a week during the academic semester. GAs cannot work more than 32 hours a week at any time.

Applicant's Signature: _____ Date: _____

GRADUATE ASSISTANTSHIP APPLICATION PROCEDURES

- Any person who has been admitted into the graduate program and is taking at least 9 graduate credits in a semester (or 6 credits throughout the summer session) at Arcadia University is eligible to apply for a Graduate Assistantship position.
- An application must be submitted for each semester of eligibility. Please note the year and term on your application.
- Applications are available in the Graduate Office, at the Registrar's Office or online at www.arcadia.edu/gforms. Please attach a neatly typed resume to the application and deliver it to the Graduate Office (Taylor Hall, Room 200).
- Applications will be placed in a file for selection by faculty members or administrators.
- In order to receive payment, GAs must complete payroll paperwork and submit it to the Graduate Office (Taylor Hall, Room 200). This paperwork is available, either at the Graduate Office or electronically, to students who have been offered a GA position. Once the paperwork has been completed, the GA will be able to submit his or her hours to an online timesheet system and be paid once a month.
- GAs typically work an average of 4 to 8 hours a week during the academic semester. During the 2009-2010 academic year, the hourly rate for a GA was \$14.29. GAs cannot work more than 32 hours a week at any time.
- The exact role the individual Graduate Assistant will play depends on the requirements of the specific professor with whom he or she is placed.