Graduate Assistantship Application
Information and Instructions

Eligibility

Graduate assistantships are awarded to well-qualified students who have been admitted to a master’s degree program. Departmental awards are made competitively. **To receive fullest consideration, students must be admitted into the master’s program by the assistantship deadline date.** In order to facilitate this process, your admissions file must be complete with all required credentials four weeks prior to the assistantship deadline date. Graduate assistants (full-time and half-time) must be enrolled full-time in graduate school (nine to fifteen credit hours toward program of study). Students must be available to work during regular business hours.

Graduate Assistantships are awarded by the academic year for the fall and spring semesters, and are renewable each academic year with the approval of the academic program head. A very limited number of summer assistantships are offered each year and are not guaranteed unless the original letter of appointment specifically offers one.

Graduate assistantships do not cover the tuition and fees for the internship term. Graduate assistantship cannot be granted or continued during the internship term or student teaching term. Graduate assistants cannot be a full-time employee elsewhere, at Edinboro University, or any other off-campus location.

Stipends, Remission of Tuition, and Hours of Work

- **Full-time graduate assistantship:** Stipend of $2,025 per semester,* plus remission of course tuition, up to nine credits per semester. All other fees (student activity, university center assessment, health service, technology, instructional service, etc.) remain the responsibility of the student. (*= 18 hours of work per week are required, hourly rate is $7.50 for 15 weeks = $2,025 a semester/$4,050 an academic year.)

- **Half-time graduate assistantship:** Stipend of $1,012.50 per semester,* plus remission of one-half of the course tuition, up to 4.5 credits. All other fees (student activity, university center assessment, health service, technology, instructional service, etc.) remain the responsibility of the student. (* = 9 hours of work per week are required, hourly rate is $7.50 for 15 weeks = $1,012.50 a semester/$2,025 an academic year.)

- **NOTE:** Full-time assistantships cover a maximum of NINE credits per semester. Half-time assistantships cover a maximum of 4.5 credits per semester. Any additional credits taken will be at the student’s expense.

Assistantships granted in the Residence Life area also include a waiver of fees for a private room in the residence halls.

Resume

One copy of a typed resume must be submitted with the assistantship application. Include in it any special skills you have that may be relevant such as: computer expertise, writing abilities, counseling and/or instruction experience, research or laboratory skills. Also, list the names and phone numbers of three persons who have agreed to serve as references and who are willing to be contacted if necessary. Be certain to return the enclosed Graduate Assistantship Checklist with your application.
Transcripts

With the assistantship application, enclose a copy (unofficial is acceptable) of your bachelor’s transcript and, if applicable, other post-baccalaureate transcripts. Edinboro graduates need NOT submit a copy of their transcript with the assistantship application as we will already have it on file. Please be certain that your name is on each document.

Application Review

Graduate assistantships are chosen on a competitive basis. Among the criteria considered are undergraduate and graduate grade point average, scores on standardized tests, and professional experience and background relative to the graduate program. Candidates may be contacted to appear for an interview.

Submission and Deadlines

Submit assistantship application by the deadline date for the semester in which you are interested:

Fall assistantships: March 1\textsuperscript{st}
Spring assistantships: November 1\textsuperscript{st}

Return to:

School of Graduate Studies & Research
Edinboro University of Pennsylvania
310 Scotland Road - Butterfield Hall 140
Edinboro, PA 16444
Phone: 1-888-845-2890 or 814-732-2856