Graduate Assistantship Application

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

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.

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 1st

Spring Assistantships: November 1st

Return to

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

Edinboro University of Pennsylvania is an equal opportunity education institution and employer and will not discriminate on the basis of race, color, national origin, sex, and disability in its activities, programs or employment practices as required by Title VI, Title VII, Title IX, Section 504, and the ADA. For information regarding civil rights or grievance procedures, contact the Office of Human Resources and Faculty Relations, (814) 732-2703 or the Office of Social Equity (814) 732-2167, Reeder Hall, 219 Meadville Street, Edinboro, PA 16444.

08/2019
For full consideration, ensure that all required items are included with this application.

Please type or print legibly.

EDINBORO UNIVERSITY OF PENNSYLVANIA

Graduate Assistantship Application

Last Name  First Name  Middle Name

Street  City  State  Zip Code

Banner ID #  Phone # (home)  Phone # (mobile)  E-mail Address

Edinboro Master’s program in which you are enrolled:
(include program concentration if applicable)

Semester you are available to begin an assistantship:

[ ] Fall Semester 20[ ] Spring Semester 20

Preference:  [ ] Full-time  [ ] Half-time  [ ] No preference

Are you interested in live-in residence hall work?  [ ] Yes  [ ] No

Will you also be employed elsewhere?  [ ] Yes  [ ] No  If no, how many hours a week?________________

Are you an International student?  [ ] Yes  [ ] No

Are you teacher certified?  [ ] Yes  [ ] No  If yes, which state and in what area? ________________

If you plan to student teach, what semester?__________________________________________

<table>
<thead>
<tr>
<th>Institution</th>
<th>Degree</th>
<th>Major</th>
<th>Date Awarded</th>
<th>Cumulative Average</th>
</tr>
</thead>
</table>

* If a degree has not yet been awarded, list the projected date of the award of the degree and the present cumulative quality point average.

Signature  Date
GRADUATE ASSISTANT CHECKLIST

Assistantships are awarded on the basis of academic merit; however, once an assistantship is granted, that award also depends on the student’s successful placement in a work site on campus. Therefore, it is useful for us to have an indication of skills and interests to help work site supervisors as they review your credentials.

For each of the following, items indicate whether you have experience in that area or not. For those marked with an asterisk (*), please provide appropriate details on an additional sheet of paper. (Be certain to include your name on this additional information.)

*Once complete, please return this checklist with your graduate assistantship application.*

Thank you.

<table>
<thead>
<tr>
<th>Skill/Background Item</th>
<th>Experience</th>
<th>Skill/Background Item</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library research skills</td>
<td>___ Yes ___No</td>
<td>Experience w/people w/disabilities</td>
<td>___ Yes ___No</td>
</tr>
<tr>
<td>Human subjects research</td>
<td>___ Yes ___No</td>
<td>Medical/sports training*</td>
<td>___ Yes ___No</td>
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<tr>
<td>Technical writing skills</td>
<td>___ Yes ___No</td>
<td>Web page creation/maintenance</td>
<td>___ Yes ___No</td>
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<tr>
<td>General tutoring</td>
<td>___ Yes ___No</td>
<td>Community service*</td>
<td>___ Yes ___No</td>
</tr>
<tr>
<td>Math/statistics tutoring</td>
<td>___ Yes ___No</td>
<td>Leadership positions*</td>
<td>___ Yes ___No</td>
</tr>
<tr>
<td>Electronic (online) research</td>
<td>___ Yes ___No</td>
<td>Extra/co-curricular involvement*</td>
<td>___ Yes ___No</td>
</tr>
<tr>
<td>Newspaper reporting/writing</td>
<td>___ Yes ___No</td>
<td>Working with children*</td>
<td>___ Yes ___No</td>
</tr>
<tr>
<td>Teaching*</td>
<td>___ Yes ___No</td>
<td>Coaching*</td>
<td>___ Yes ___No</td>
</tr>
<tr>
<td>Working w/young adults*</td>
<td>___ Yes ___No</td>
<td>Working with teens*</td>
<td>___ Yes ___No</td>
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<tr>
<td>Competitive sports*</td>
<td>___ Yes ___No</td>
<td>Intramurals*</td>
<td>___ Yes ___No</td>
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<tr>
<td>Microsoft Word</td>
<td>___ Yes ___No</td>
<td>Computer graphics</td>
<td>___ Yes ___No</td>
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<tr>
<td>Microsoft Excel</td>
<td>___ Yes ___No</td>
<td>Animal lab skills</td>
<td>___ Yes ___No</td>
</tr>
<tr>
<td>Microsoft Access</td>
<td>___ Yes ___No</td>
<td>Residence life experience</td>
<td>___ Yes ___No</td>
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<tr>
<td>Chemistry laboratory experience</td>
<td>___ Yes ___No</td>
<td>Grant writing</td>
<td>___ Yes ___No</td>
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<tr>
<td>Outdoor Adventure</td>
<td>___ Yes ___No</td>
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