

## 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 maintain good academic standing and must carry a minimum of eight hours of graduate credit during each semester. 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 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**



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

|   |   |   |   |
|---|---|---|---|
| <b>School of Teaching, Learning and Curriculum Studies</b><br>Room 404 White Hall | <b>School of Lifespan Development and Educational Sciences</b><br>Room 405 White Hall | <b>School of Foundation, Leadership and Administration</b><br>Room 316 White Hall | <b>School of Health Sciences</b><br>Room 100 Nixon 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: \_\_\_\_\_ KSU ID \_\_\_\_\_  
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:** \_\_\_\_\_