

Application for Graduate Assistantship

Graduate assistantships provide scholarship assistance for full-time graduate-level students while also giving them opportunities to grow in one or more areas of professional competence related to their chosen program of study. Students selected for an assistantship receive scholarship money at the beginning of each semester instead of a monthly paycheck. Candidates for assistantships are selected in the spring prior to the academic year and must reapply each year. Interested students must complete the assistantship application by the deadline posted on the Financial Aid website.

The following is a list of tasks that a Graduate Assistant might undertake:

- x Resident Course Administration:
 - o Prepare and submit Library Reserve and Textbook Order forms
 - o Prepare class roster in gradebook
 - o Record and calculate grades of student course work
 - o Help prepare instructional materials
 - o Prepare PowerPoint presentations for class
 - o Develop and maintain course website

Application for Graduate Assistantship

Name		Date of application	
Email address		Student ID#	
Phone		Social Security #	

Have you ever been employed as a student worker at CIU before? ...Yes ...No
If yes, please identify the department(s) and type of work:

Special Skills, Qualifications, Certifications, and Activities:

Other Helpful Information:

_____ Date _____

**Please attach a resume if available and submit to _____
Office where you wish to serve as a G.A. Students should not submit more than one Graduate Assistant Application. **

Office Use Only

Hired: Yes No Faculty Member Assigned: _____

Total Hours to Work per Week _____ Amount Awarded: _____