

WILLIAM PATERSON UNIVERSITY

Office of Graduate Studies
300 Pompton Road, Raubinger Hall 139
Wayne, New Jersey 07470-2103
973.720.2237 Fax: 973.720.2035

WWW.WPUNJ.EDU • 1.877.WPU.EXCEL

GRADUATE ASSISTANTSHIP PROGRAM INFORMATION

The graduate assistantship is a scholarship program that provides financial assistance to full-time matriculated students in the form of a tuition waiver and stipend. It is designed to allow graduate students the opportunity to study full-time and gain practical experience in areas that complement their studies and degree programs.

As graduate assistants, students are provided the opportunity to work closely with faculty, staff, undergraduate, and other graduate students in a variety of academic and research settings on campus, in order to gain valuable practical experience while studying in a degree program. Typical assignments include assisting faculty in research and academic settings, such as laboratories, galleries, undergraduate classrooms, faculty offices (as research assistants), in computer facilities, on research projects and grants, or in the administrative office.

Students are selected for each program based on demonstrated academic achievement at the undergraduate level, skills and strengths in professional and personal development areas, and exceptional potential for graduate level work.

Assistantships are awarded for one academic year, typically from September 1 to June 30. A graduate assistant must study full-time as a matriculated student, take a minimum of 9 credits and complete work assignments on campus for 20 hours per week. Graduate assistants are not allowed to seek full-time employment or accept work assignments on campus without permission from the dean of the College. On-campus housing is not included in the assistantship, but is available.

Graduate assistants are encouraged to take full advantage of collaborating with faculty in the academic setting to strengthen research skills and methodologies, and to obtain experience in career-related areas. Graduate assistants must maintain a 3.0 average throughout the term of the appointment.

HOW TO APPLY FOR A GRADUATE ASSISTANTSHIP

- 1) Complete and return the graduate assistantship application on the following page to the Office of Graduate Studies no later than **April 1**.
- 2) Submit two letters of recommendation from employers, supervisors, or others who can attest to your academic and/or work-related skills and abilities. Letters of recommendation should be submitted by the deadlines stated above.
- 3) Attach a copy of your most recent resume.

SELECTION PROCESS

Graduate assistantship selection is based on the following criteria: an undergraduate GPA of 3.0 or better, demonstrated strength in area of study, and references that attest to the student's work-related skills and abilities. Applications and resumes are forwarded to the appropriate departments by the Office of Graduate Studies. Each department selects applicants for an interview based on the criteria listed. Candidates are notified of their assistantship award by the Dean of Graduate Studies no later than June 30 of each academic year.

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GRADUATE ASSISTANTSHIP APPLICATION

Please return this application to the above address. All students admitted to a graduate program are eligible to apply. To be eligible for consideration, a complete application must be filed by April 1.

Application for (academic year): September 200 _____ to June 200 _____

Social Security #: _____

Name: _____
Last First Middle Initial

Street Address: _____ Apt. #: _____

City: _____ State: _____ Zip Code: _____

Business Phone #: (____) _____ ext. _____ Home Phone #: (____) _____

E-mail Address: _____ Fax #: (____) _____

Have you filed an application for graduate admission? Yes No

Graduate program of study for which you applied: _____

This an application is for: initial award renewal award

If initial, what is your undergraduate grade point average (on a 4.0 scale): _____

If renewal, what is your current overall GPA: _____

Total graduate credit earned? _____ Current program of study _____

Department assigned to: _____

Work Experience (*Please attach resume*)

On a separate sheet discuss your career goals and how an assistantship will assist you in achieving these goals.

Signature: _____ Date: _____