GRADUATE ASSISTANTSHIP PROGRAM INFORMATION

The graduate assistantship is an academic award 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 administrative offices.

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.

Please be advised that the Graduate Assistantship waiver often results in the reduction of student loan eligibility.

HOW TO APPLY FOR A GRADUATE ASSISTANTSHIP

1) Complete and return the graduate assistantship application on the following page to the Office of the Provost 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 reviewed by departments that have received approval for assistantship lines. Each department selects applicants for an interview based on the criteria listed and the needs of the department. Candidates are notified of their assistantship award by the Associate Provost for Academic Affairs no later than June 30 of each academic year.
GRADUATE ASSISTANTSHIP APPLICATION

Please return this application to the above address attn: Lissette Gonzalez, 100 Raubinger Hall (973-720-3093). All students admitted to a graduate degree program are eligible to apply. To be eligible for consideration, a complete application must be filed by April 1.

Application for (academic year): September 20____to June 20____

Student ID #: 855_____________________________

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 application is for: ☐ initial award ☐ renewal award

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

Please submit two letters of recommendation.

If renewal, what is your current overall GPA: ________

Total graduate credit earned?________________________Current program of study______________________________________

Department assigned to: __________________________

Please attach a current resume to indicate your work experience

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

Signature:_________________________________________________________________ Date:________________________