



Graduate Studies, Stratton Administration Center
 P.O. Box 730 • Kutztown, PA 19530 • (610) 683-4220

GRADUATE ASSISTANTSHIP APPLICATION FORM

Graduate Assistants have opportunities to work with professionals in a variety of disciplines and assignments. In addition to gaining valuable professional experience, participating in stimulating course offerings and receiving a stipend, Graduate Assistants are in a position to contribute significantly to their own intellectual development and the university community as a whole.

PLEASE RETURN COMPLETED APPLICATION TO THE ADDRESS ABOVE.

INSTRUCTIONS TO STUDENT:

- ✚ *All graduate assistantship appointments provide a full tuition waiver for up to 15 credit hours and a \$7,500 stipend for the academic year.*
- ✚ *All other fees (activities fee, student union fee, health services fee, etc.) remain the responsibility of the graduate assistant.*
- ✚ *If an appointment is made after the beginning of the semester, the tuition waiver will be prorated based on the number of weeks remaining in the semester.*
- ✚ *If an assistant resigns, is dismissed or is otherwise unable to work the required number of hours, the tuition waiver will be prorated based on the amount of time worked.*
- ✚ *While subject to renewal, all assistantships end with the close of university operations for the spring semester each year. Graduate assistants do not work during the winter session or during the summer months.*
- ✚ *The application must be completed (both sides), signed and dated in order to be considered valid.*
- ✚ *Applicants must provide a copy of their resume along with this Graduate Assistantship application.*
- ✚ *Please type or print clearly in dark ink.*

Application for Appointment as a Graduate Assistant: FALL _____ SPRING _____

Student Information:

Name _____	Student ID # _____
Address _____	Graduate Major _____
_____	Credits Earned to Date _____
City _____ State _____ Zip _____	Preferred Department for Employment _____
Home # () - _____	Graduate Admission Status (Please check one box)
Cell # () - _____	<input type="checkbox"/> Admitted to Degree Program
Work # () - _____	<input type="checkbox"/> Application pending

College Previously Attended:

INSTITUTION	LOCATION	FROM	TO	DEGREE EARNED	DATE



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List three References:

NAME	TITLE	ADDRESS	PHONE

List any honors or awards received:

List relevant work experience, responsibilities, positions held and skills (computing, counseling, research, etc.,)

General: Kutztown University offers a limited number of graduate assistantships to highly-qualified students. The Graduate Dean is responsible for the assignment and management of all Graduate Assistantships. Any Graduate Assistant with work-related problems or concerns should schedule an appointment with the dean.

Requirements:

Those students seeking assistantships are required to meet these criteria:

- *Fully accepted into a master's degree program by Graduate Studies office and the appropriate academic department. Professional studies students are not to apply for a graduate assistantship.*
- *Must be a full-time student and carry a minimum of 9 graduate credit hours per semester to be considered for employment. Graduate assistants in their final semester may take a reduced course load if approved by the Graduate Dean.*
- *Available to work twenty hours each week during the fall & spring semesters.*
- *Academically qualified for the proposed assistantship position.*

I attest that the above information is correct and accurate. If appointed, I will pursue at least nine semester hours of graduate course work each semester, work at assigned duties for twenty hours each week during semester, and assist my assigned department in any way deemed necessary.

Student's Signature

Date