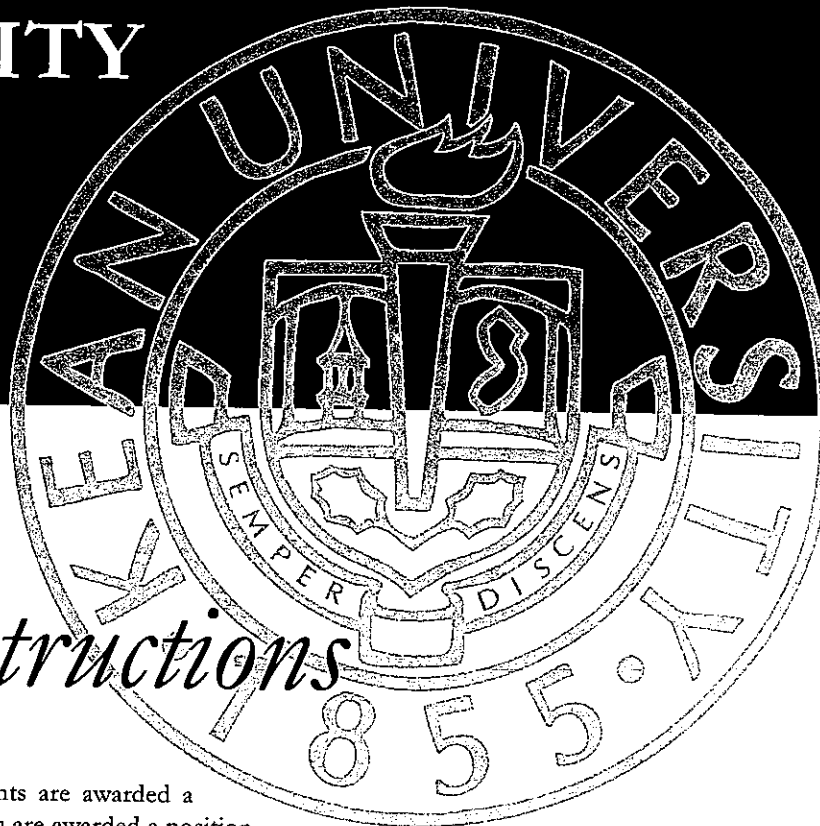


KEAN UNIVERSITY

Nathan Weiss
Graduate College

2012-2014



Graduate Assistantship *Application Instructions*

Graduate assistantships are limited, and not all applicants are awarded a position. If you apply for a graduate assistantship and you are awarded a position, your graduate tuition (including fees) will be waived. You will also be assigned to work for a supervisor according to your skills and the needs of Kean University. There are a variety of jobs available. Graduate assistants work 15 to 20 hours a week and are paid an additional hourly stipend for this work.

You must submit all information requested in this application in order to be considered for an assistantship. The skills area is extremely important, as we will use it to match your qualifications to the needs of the supervisors and programs needing graduate assistants.

Letters of Recommendation

This application should be submitted at the same time as your application for admission so we are able to copy your letters of recommendation for your assistantship file. If you are submitting this application without an admission application, two (2) letters of recommendation must be included.

Résumé

A current résumé should accompany your application for a Graduate Assistantship. This will be used to determine a suitable placement that fits your skills set.

Conditions of Appointment

- Assistantships are in effect for a full academic year, commencing with the fall semester and terminating at the end of the spring semester, unless otherwise stated.
- Graduate assistants must register for, and complete, a minimum of 9 credits in their program each semester for which the University will waive fees and tuition. If a graduate assistant drops or withdraws from a course and falls below 9 credits, his/her assistantship will be withdrawn immediately, and the student will be responsible for tuition and fees.
- The awarding of a graduate assistantship may have an impact on any financial aid applied for.
- Graduate assistants are expected to maintain a 3.0 GPA each semester. Should the GPA fall below 3.0 by the end of any given semester, the assistantship will be terminated.
- Should a graduate assistant receive a grade of "F", "AF" or "NC" during any semester, he/she will be liable for payment in full for that course. Any course in which a grade of "INC" (incomplete) must be made up by the 11th week of the next major semester.
- If a graduate assistant must resign or is terminated prior to the end of his/her appointment, the following conditions will apply:
 - A minimum of two-weeks notice must be given for resignation, in writing to the supervisor and the graduate assistantship coordinator.
 - If the resignation or termination becomes effective prior to the completion of the semester, full tuition and fees for that semester will be due. If the resignation or termination becomes effective at the end of the semester, the tuition waiver will not be jeopardized.
- Graduate assistants are expected to work not less than 15 hours and no more than 20 hours in any given work week. You must be available to work 9 a.m. to 5 p.m. if awarded a position.

SKILLS

Please check the appropriate box for your skill level in each of the following categories

SKILL	Fair	Good	Excellent	None
SOFTWARE KNOWLEDGE				
Excel				
Word				
Access				
PowerPoint				
SPSS				
SAS				
Photoshop/Printshop				
HTML				
C/C++				
PERL/JAVA SCRIPT				
VISUAL BASIC				
ASP				
MULTIMEDIA				
Video Editing				
Audio Editing				
Web Page Design				
COMMUNICATION SKILLS				
Writing Ability				
Verbal Ability				
Working with Individuals				
Working with Groups				
FOREIGN LANGUAGE PROFICIENCY				
Spanish				
French				
Chinese				
Other Language:				
MISCELLANEOUS SKILLS & EXPERIENCE				
Tutoring				
Mentoring				
Child Care				
Report and Grant Writing				
Clinical Care				
Administration				

AVAILABILITY

Please put a check in each box that you would be available to work

PERIOD	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 9:15					
9:30 – 10:45					
11:00 – 12:15					
12:30 – 1:45					
2:00 – 3:15					
3:20 – 4:30					