

# GRADUATE ASSISTANTSHIPS

## *The Basics and How to Locate*

### What is a Graduate Assistantship?

Graduate assistantships provide graduate students with a source of financial aid as well as a service commitment designed to benefit the student's professional development while fulfilling university needs. The university offers three types of graduate assistantships: **teaching, research and administrative assistantships**.

All appointments provide a stipend and may include full tuition remission in exchange for a service commitment. A full-time assistantship requires 20 hours of work per week (300 hours per semester), and a half-time assistantship requires 10 hours per week. The vast majority of assistantships are academic year (Fall/Spring) appointments.

In order to be eligible, a student must maintain enrollment in eight semester hours. Graduate appointees are paid on the 15th and last day of the month.

### How to Locate Positions

Graduate assistantships are available in many academic departments and administrative offices, although availability varies by program of study, type of degree (academic/research vs. professional), and degree level (master's vs. doctoral). Hiring for an upcoming academic year *typically occurs the previous spring semester*.

- 1) For **teaching and research assistantships in a student's program**, he or she must submit the **Application for Graduate Assistantship** and a résumé to the graduate program coordinator. The application can be found at <http://www.kent.edu/graduatestudies/assistantships>.
- 2) **Administrative assistantships** (assisting faculty, staff and administrators) along with other campus jobs for students, may be posted by departments on the Career Services Center's **Experience Job & Internship Board** at <https://experience.kent.edu>.
  - First, create an account in the Experience Job & Internship Board and upload your résumé (and cover letter, if desired).
  - Publish your résumé to the *Graduate Assistant Résumé Book* in Experience where departments can access your credentials at any time.
  - Log into the Experience Job & Internship Board frequently to check for available assistantships and other campus jobs for students. Position postings will provide details regarding how to apply, duties and responsibilities, and any additional information required.
- 3) Since **not all assistantships are posted on the Experience Job & Internship Board**, networking by contacting departments directly (does not have to be within your discipline) is critical to locating opportunities.
- 4) Visit the *Enrollment Management & Student Affairs* web page for an overview of departments in this division that employ graduate assistants and the roles they fill: <http://www2.kent.edu/emsa/students/ems-assistantship.cfm>
- 5) Talk with your professors about possible leads and department resources. Also follow up with departments regarding applications submitted. Find out how you can improve your candidacy for other opportunities.

### Other Search Strategies

- ❖ **Make sure your résumé and interview skills shine!** Meet with a Career Counselor in Career Services for a résumé critique, interview practice, and help with networking and using the Experience Job & Internship Board.
- ❖ Contact the Student Financial Aid Office at [www.kent.edu/financialaid](http://www.kent.edu/financialaid) to see what aid might be available to you.

### Division of Graduate Studies

Graduate student and assistantship policies are the responsibility of the Division of Graduate Studies, Cartwright Hall, 650 Hilltop Drive, 330-672-2661. Additional assistantship information and policy can be found at their web page: <http://www.kent.edu/graduatestudies/role-of-assistantships>.