

GRADUATE ASSISTANT AND TEACHING FELLOWSHIP INFORMATION AND APPLICATION

Graduate appointments are designed both to serve the needs of the University and to assist in the professional development of the student. Kent State University graduate appointments are awarded without regard to race, sex, religion, age, or handicap.

A graduate assistant or teaching fellow ***must be admitted unconditionally*** and maintain good academic standing and must carry a minimum of eight hours of graduate credit during each semester of an academic year appointment or a minimum of six hours of graduate credit for a summer appointment. Appointees may not accept any other paid employment within the University during the tenure of their appointment.

Applications for Graduate Appointments indicate a current interest and availability for a graduate appointment. Your application will remain active for one year. In order for your application to remain active after that date, it will be necessary to:

1. Submit a new application and resume

OR

2. Request in writing that your application remain active.

PLEASE NOTE THE FOLLOWING:

- ☐ You ***must*** be admitted ***unconditionally*** into a degree program in order to be considered for a graduate appointment.
- ☐ This application is ***not*** complete without an accompanying summary or resume outlining your educational background and professional work experiences. ***Incomplete applications will not be considered.***
- ☐ Graduate appointees are selected by departmental program areas. Your application for graduate appointment should be submitted to your department for review. Please contact your area coordinator/department chair if you have questions concerning available positions.

GRADUATE ASSISTANTSHIP--A graduate assistant assists with instruction, research, or administrative duties beneficial to the appointee's professional development and to the employing department or office. Master's, educational specialists, and doctoral students are eligible.

TEACHING FELLOWSHIP--A teaching fellow normally teaches courses or supervises students in field experiences related to the appointee's professional development. Teaching fellows must be doctoral students and hold a master's degree.

In the following section, please indicate the special skills or experience that you have in each area. Please check all that apply and explain briefly the type and years of experience in each area (attach an additional sheet, if necessary).

___ Office Administrative Experience: _____

___ Promotional Publication/Design Expertise: _____

___ Public Speaking/Communication: _____

Computer Skills:

___ Word Processing: _____

___ Spreadsheets: _____

___ Presentation Software: _____

___ Database Software: _____

___ HTML or Web Design Software: _____

___ Programming: _____

___ Experience with various hardware configurations: _____

___ Teaching or Tutoring: _____

___ Research: _____

___ Statistical Analysis/Advanced Mathematics: _____

___ Foreign Languages: _____

___ Other: _____

Please list any past scholarships, academic awards, honors, or membership in honorary/professional societies.

Please comment on anything else that may help us better evaluate you as a candidate for a graduate assistantship.

Are you able to come to campus for an interview, if required, before school begins? _____ Yes _____ No

My signature verifies that all of the information given above is complete and accurate.

Signature: _____ **Date:** _____