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.
A graduate assistantship is an appointment made by Kent State University to full-time graduate students who display a high level of scholarship and academic excellence. The award is merit based, not need-based, and includes a stipend and tuition.

**PERSONAL DATA**

Name: ___________________________ Social Security Number ______________________

Current Address: ___________________________ Telephone: (____) __________

Permanent Address: ___________________________ Telephone: (____) __________

Email Address: ___________________________ Fax: (____) __________

Degree and program to which you are applying or currently in: Degree _________ Program __________

Year and Term Applying for Graduate Appointment: Fall ___________ Spring ___________

**ACADEMIC DATA**

Degrees Completed:
Bachelor’s Degree: ___________ in ___________________________ Date Completed: ___________

School: ___________________________

Graduate Degree: ___________ in ___________________________ Date Completed: ___________

School: ___________________________

**PREFERRED WORK ASSIGNMENT**

Briefly describe the types of work that would most interest you. List in order of preference. Examples may include teaching, advising, research, assisting program coordinator/department chair, working in student affairs, etc.

________________________

I am interested in the following type of appointment (check as many as applicable):

_____ 20 hours per week assistantship – minimum course load of 8 credits hours per semester.

_____ 15 hours per week assistantship – minimum course load of 8 credit hours per semester.

_____ 10 hours per week assistantship – minimum course load of 8 credit hours per semester.

*(Continue on next page)*
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: __________________