



|                                    |         |
|------------------------------------|---------|
| Assistantship beginning in:        |         |
| <input type="checkbox"/> June      | 20 ____ |
| <input type="checkbox"/> August    | 20 ____ |
| Application deadline is March 31st |         |

### APPLICATION FOR GRADUATE ASSISTANTSHIP

(Assistantships are available only to graduate students who have been accepted into degree programs. Please see the back of this form for more information)

Name: \_\_\_\_\_  
(Last) (First) (M.I.)

Local Address: \_\_\_\_\_  
(Street) (Apt) (City) (State) (Zip Code)

Permanent Address: \_\_\_\_\_  
(Street) (Apt) (City) (State) (Zip Code)

Cell phone: \_\_\_\_\_ Permanent Telephone: \_\_\_\_\_

Are you legally authorized to work in the U.S.? \_\_\_\_\_

Type(s) of assistantship preferred:  Research  Teaching Support  Student Services  Staff

Preferred schedule:  15 hours/week from June-May  20 hours/week from August-May

Intended degree:  MBA  MED  MAT  MAPS

Semester hours completed in current program: \_\_\_\_\_ Anticipated graduation date (MM/YYYY): \_\_\_\_\_

List all colleges and universities attended/attending, including MSM (most recent first):

| Institution | Location | Major | Degree sought | Dates attended (from/to) |
|-------------|----------|-------|---------------|--------------------------|
|             |          |       |               |                          |
|             |          |       |               |                          |
|             |          |       |               |                          |

Summarize pertinent experience/skills (teaching, research, computer, language, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List last two employers (most recent first):

**Note: Please attach an updated resume**

| Employer | Location | Position | Dates (from/to) |
|----------|----------|----------|-----------------|
|          |          |          |                 |
|          |          |          |                 |

I hereby authorize my former employers and individuals listed herein to release to Mount St. Mary's University, and any agent acting on its behalf, my records from any and all former employers, references, and any or all educational institutions, as well as information as to my character and ability and verification of matters stated herein. I hereby certify that the information supplied in this application and other submitted application materials are complete and correct. I understand that any omission or misstatement herein can be grounds either for refusing to hire me or for terminating my employment if I have already been hired. Moreover, I hereby release Mount St. Mary's, and any agent acting on its behalf from any and all liability of whatever nature by reason of requesting such information from any person.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature is also required on the reverse side of this form

# IMPORTANT INFORMATION REGARDING GRADUATE ASSISTANSHIPS

## Purpose of Graduate Assistantships

The main purpose of graduate assistantships is to provide an opportunity for graduate students to further their knowledge in both academic and professional areas through involvement in different areas of the University. Although some clerical work may be required, the graduate assistantship is designed to provide a meaningful learning experience. Students who are awarded graduate assistantships may be involved in activities such as research, supervision, student support or assistance, teaching support, administration, and the like.

## Eligibility

To be eligible for a graduate assistantship, a candidate must be admitted and enrolled in one of Mount St. Mary's graduate programs. For specific information regarding admission requirements for any of our graduate programs, please refer to the graduate catalog.

## Application and Selection Process

Each academic year, a number of graduate assistantships are made available to graduate students. Applications can be obtained from the website at <http://www.msmary.edu/inside/administrationhumanresources/employment-opportunities/grad-asst-positions/grad-asst-pos.html>. Interested candidates may begin to apply for Graduate Assistantships in February. The deadline for submitting applications is March 30<sup>th</sup>.

Since applicants may choose the assistantship for which they apply, they are given the opportunity to be involved with a department or discipline of interest. The department offering the assistantship is responsible for interviewing and selecting candidates. After being hired, graduate assistants are under the supervision and direction of the department chair or program head. In some cases, and depending on the nature of the work, graduate assistants report directly to a faculty advisor.

In recent years, the following departments have offered graduate assistantships:

- Admissions
- Center for Professional and Continuing Studies
- Center for Student Diversity
- College of Liberal Arts
- Dean of Students
- Institutional Research and Development
- Learning Services
- President's Office
- Provost's Office
- School of Business
- School of Education and Human Services
- School of Natural Science and Mathematics

Please note that assistantship opportunities are subject to change on a yearly basis. To learn more about available assistantships, please contact the Provost's Office at (301) 447-5218.

## Compensation

Compensation of graduate assistants consists of tuition remission and an annual stipend. Tuition remission for graduate assistants is limited to seven courses per academic year. Tuition remission excludes tutorials and independent studies. The typical combination of credits includes three courses in the fall semester, three courses in the spring semester, and one course in a summer session. The graduate assistant will be responsible for covering any tuition and costs associated with exceeding the seven course limit. If the graduate assistant chooses to fund additional courses, he or she should inquire about a student loan with the Financial Aid office.

In addition to tuition remission, graduate assistants receive an annual stipend as part of their compensation. While stipends vary from year to year, the way in which they are paid remains the same. If the graduate assistant works on the 12-month schedule, around eight percent or one twelfth of the total annual stipend is paid per month. If the graduate assistant works on the semester schedule, about eleven percent or one ninth of the total annual stipend is paid per month during the nine

months the assistant works. Please contact the Human Resources Department for information on the current amount of the stipend.

## Work Schedule

A graduate assistant's schedule may vary depending on the division, or department, of the University in which the assistant works. There are, however, two basic schedules that most graduate assistants follow:

- One year contract working fifteen hours a week from June to May.
- One year contract working twenty hours a week from August to May.

## Holidays and Paid Time Off

Graduate assistants should follow the same holiday schedule that the University's administration and staff do. This means that during academic breaks, graduate assistants are expected to work on the days the administration and staff are scheduled to work. Sick days, personal leave, and other paid time off should be discussed directly with the department supervisor or program head administering the assistantship.

## Housing

Housing for graduate assistants is limited and therefore not guaranteed. Graduate assistants requiring on-campus housing are encouraged to apply for graduate housing as soon as possible to increase their chances of obtaining a spot. The Office of Residence Life will be able to guide you through this process. Please keep in mind that housing costs are not covered by the assistantship and are the responsibility of the graduate assistant.

**Note:** Graduate students living on campus need to make sure that the department/division for which they work notifies the Office of Residence Life regarding housing needs during academic breaks.

## Renewals of Appointments

Renewal of appointments is not guaranteed at Mount St. Mary's University. Reappointments are based on the discretion of the graduate assistant's supervisor and the availability of funds to support the assistantship. If the supervisor believes that the assistant is not meeting the needs of the department or is not doing satisfactory work, the assistant will not be reappointed. Assistants must meet with their supervisors to discuss reappointment and, in some cases, must reapply for the graduate assistantship. All reappointments require contract renewals at the end of the academic year in order to maintain tuition remission and stipend.

## Resignation or Termination before End of Appointment

Unless otherwise agreed, graduate assistants are appointed for a one-year term. Resignation or termination before the end of the contracted term means that the graduate student will not fulfill the commitment acquired with the University. If resignation occurs before the agreed end date, the graduate assistant must provide written notification to both the department where the assistantship was being administered and the Human Resources Department. If termination occurs, tuition remission will cease immediately, any outstanding tuition or balances will be due, and the stipend will no longer be paid to the individual.

## Confidentiality

Graduate assistants should be aware that university records that they might see or have access to are confidential in nature and cannot be discussed with anyone outside the department in which they work.

More information about graduate assistantships can be obtained from the Graduate Assistant Handbook or from the Office of the Provost

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I have read and agree to abide by the terms on this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return completed form to the department or division offering the assistantship**