

Graduate and Research Assistantship Information for Student Application 2019-2020 Academic Year

An Assistantship is a form of financial aid provided to graduate students through part-time employment at the university. There are two types of assistantships:

Graduate Assistantship: Provides students with professional development opportunities and work experience; supports university projects.

Research Assistantship: Designed to link a graduate student with a faculty member on a meaningful research project, which may lead to a presentation at a conference, a joint publication or other significant professional activity.

Each assistantship consist of 10 hours of work per week in the fall and spring semesters or a total of 160 hours worked each semester. Schedules are subject to agreement between supervisor and School of Graduate Studies assistant.

Important Dates

- The application deadline is March 1.
- To increase the possibility of consideration, it is highly recommended you are unconditionally admitted and matriculated by April 1.
- Assistantships are generally awarded by May 30.

Students are welcome to submit an assistantship application even if they have not had a decision on their admissions application. The School of Graduate Studies will monitor admissions applications as they go through the process.

Applications will still be accepted after March 1, although late applications will be placed on a waiting list to be considered for assistantship positions that may become available. Candidates on the waiting list may be considered for other opportunities within the University.

New applications for assistantship positions are to be submitted each academic year.

Assistantship Positions

Each year university staff and faculty request graduate or research assistants. Requests come from many university departments for a variety of projects. All requests are evaluated by members of the University Research Advisory Committee (URAC) and the School of Graduate Studies.

The purpose of the approval process is to ensure that Assistantship positions contribute to the student's professional development and offer opportunities and exposure (such as presentations, publications and interaction at a professional level).

Deliverables

Assistantship positions are designed to offer students mentoring and hands-on professional experience in projects and/or research applying theory to practice. To help us ensure we achieve this goal, each student and supervisor is required to respond to a brief evaluation/survey each semester.

Application Process

The information and documents you need to prepare before beginning the online application form are:

- Your undergraduate major, minor, dates, and GPA.
- If applicable, information about other completed master's degrees.
- An updated resume ready to upload (maximum two pages).
- A personal statement ready to upload: This is an opportunity to present yourself, your interests, career goals and reasons for applying for an assistantship (two pages in the format of our choice). Include your five strongest skills and describe how you plan to apply your strengths and experience to the type of assistantship you are applying for.

Please allocate enough time to complete the application form, you will not be able to save your work.

To be considered as a candidate, you must complete the application process, provide the required documents and be eligible according to the assistantship program's requirements.

Complete information and description of the School of Graduate Studies assistantship program, requirements and benefits can be found at saalemstate.edu/gradassistantship. The School of Graduate Studies will verify your eligibility.

Assistantship Application Form

Start your application by visiting saalemstate.edu/gradassistantship-app.

Interviews, Awards and Hiring Process

If selected, you may be referred to one or more faculty/staff assistantship supervisor to interview for a position. If you are offered more than one position, you must choose one – students may not have more than one assistantship position at a time.

Your application and supporting documents will be evaluated and matched to one or more approved positions. Your documents will be sent to the hiring manager(s) who will initiate contact by phone or email for an interview to discuss schedules, expectations, tasks and other information.

The School of Graduate Studies will share with you the job description(s) to the position(s) you were matched with.

When you receive an offer, please confirm your interest to the position's supervisor, who will in turn convey your agreement to our office. The School of Graduate Studies will issue an official award letter and instructions for the hiring process.

Renewal

Consideration for renewal is contingent on timely application, position availability, prior academic year's evaluations and compliance with assistantship requirements. Graduate or research assistantships may be held for a maximum of two academic years.

Other Information

Graduate and research assistants are directly supervised by the faculty or staff member from the department or unit where the work will take place.

Assistantship supervisors are the primary source of information concerning the details of the assistantship, duties, supervising work and recommending reappointment.

Student employment and other university policies are applicable to assistantship positions.

Contact Us

If you have any questions, please contact Maria Leighton at gradassist@saalemstate.edu or 978.542.6321.