



Application for Graduate Appointment

**Graduate School of Education
418 White Hall
P.O. Box 5190
Kent, Ohio 44242-0001**

*Please return finished form to the Graduate School of Education, along with your **resume**.*

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 plus a tuition scholarship.

PERSONAL DATA

Name: _____ Social Security Number _____ - _____ - _____
Last Name First Name Middle Initial

Current Address: _____ Telephone: () _____
Number & Street City State Zip

Permanent Address: _____ Telephone: () _____
Number & Street City State Zip

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 credit 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.

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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 Publications/ 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

Signature: _____ Date: _____

FOR OFFICE USE ONLY: Undergraduate GPA _____ Graduate GPA _____
Undergraduate Credit Hours Earned _____ Graduate Credit Hours Earned _____
GMAT Score _____ Date _____ GRE Score _____ Date _____

GRADUATE ASSISTANT AND TEACHING FELLOWSHIP INFORMATION

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, and a copy of this application and your resume will be provided to your department. 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. The academic year stipends for the three degree levels are as follows:

Ph.D.	\$9,500 + Full Tuition Scholarship (up to 18 semester hours)
Ed.S.	\$7,000 + Full Tuition Scholarship (up to 18 semester hours)
M.Ed. or M.A.	\$7,000 + Full Tuition Scholarship (up to 18 semester hours)

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. The academic year stipend is \$7,500 plus a tuition scholarship for 8-16 semester hours.