

# Millersville University

COLLEGE OF GRADUATE  
STUDIES AND ADULT LEARNING

## **Graduate Assistantship Application and Information**

**On your way.**

Graduate Studies and Adult Learning  
Millersville University  
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[www.millersville.edu/graduate](http://www.millersville.edu/graduate)

# Graduate Assistantships at Millersville University

## Eligibility

Graduate assistantships are offered to well qualified current or prospective graduate students who have been admitted to a master's degree program. Graduate students seeking certification only are ineligible for assistantships. Applications are considered on a competitive basis without regard to race, color, national origin, sex or religious creed, but with regard to ability reflected in a record sufficiently strong to support confidence that the applicant can participate effectively in the graduate community.

## The Program

Graduate assistants have an opportunity to work with professionals in areas commensurate with their course of study. This enables the graduate assistant to contribute significantly to his/her own intellectual development while gaining valuable professional experience and receiving a stipend. The college community benefits as well, as graduate assistants serve a vital role in the departments, offices, and programs where they are employed. Graduate assistant positions are available in most departments and in some support services offices/programs for the academic year (August-May). Visit the Graduate Studies website at [www.millersville.edu/admissions/graduate/current-student-resources/graduate-assistantships.php](http://www.millersville.edu/admissions/graduate/current-student-resources/graduate-assistantships.php) for a comprehensive list of campus offices offering graduate assistantships.

## Responsibilities

The duties of graduate assistants will generally be related to their academic and professional goals. Twenty (20) hours per week are required in a full-time graduate assistantship; ten (10) hours per week are required in a half-time graduate assistantship. Assignments may include some of the following activities: (Note that because of the unique nature of each program, duties will vary from this general list.)

- Involvement in research activities
- Compiling data
- Assisting in laboratories
- Tutoring and assisting in academic advisement
- Supervising resident groups working with undergraduate counselors
- Peer counseling
- Administrative support

## Compensation and Academic Load

The stipend for graduate assistants is \$5,000 for the academic year. Tuition to a maximum of twenty-four (24) graduate credit hours for the calendar year of the appointment is waived. For half-time graduate assistantships, the stipend is \$2,500 for the academic year, with tuition waived to a maximum of twelve (12) graduate credit hours for the calendar year of the appointment. Room fees are waived for graduate assistants with residence hall assignments.

Graduate assistants must pursue a minimum of six (6) graduate credit hours to a maximum of twelve (12) graduate credit hours each semester. International students are expected to pursue a minimum of nine (9) graduate credit hours to a maximum of twelve (12) graduate credit hours each semester.

## Application Review

Graduate assistants are chosen on a competitive basis; therefore, applicants are expected to exhibit a record of quality academic achievement, and previous study in or related to the proposed area of graduate work. Life experiences related to the area of interest will be considered where relevant. In the course of the review process, candidates may be contacted to appear for an interview. Recommendations for appointment are sent to the Office of Graduate Studies for approval.

### **The application deadline for August appointments is February 1.**

A complete application to a master's degree program must be received by the Office of Graduate Studies in order for a graduate assistantship application to be considered. Applicants who are awarded assistantships will be notified on or about April 15. Graduate assistants are required to submit a final bachelor's degree transcript before the assistantship start date.

## Guidelines

Please review the Graduate Assistant guidelines at [www.millersville.edu/~graduate/graduate\\_assist.php](http://www.millersville.edu/~graduate/graduate_assist.php) for additional information regarding roles, responsibilities and conditions of assistantships.

Please detach and keep this information for your records.

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Millersville University does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. This includes Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and the Americans with Disabilities Act of 1990.

Coordinators: Services for Students with Disabilities—Mrs. Sherlynn Bessick, Director, Office of Learning Services, Lyle Hall, 717-872-3178; Title VI and Title IX—Ms. Patricia Hopson-Shelton, Assistant to the President for Social Equity and Diversity, Delaware House, 717-872-3787; ADA Coordinator—Mr. Dale McCloud, Associate Vice President for Human Resources, Dilworth Building, 717-872-3017.

### Policy on Auxiliary Aids

Millersville University does not discriminate on the basis of disability status in admission or access to its programs and activities. Individuals are encouraged to make the University aware of any permanent or temporary disability. Arrangements will be made to secure auxiliary aids and services, when necessary, to ensure that such students are not denied the benefits of, excluded from participation in, or otherwise subjected to discrimination under programs and/or activities at Millersville University. This policy extends to full-time, part-time and nondegree students and students enrolled in both credit and noncredit courses.

# Application for Appointment as a Graduate Assistant

## Instructions

Submit this completed form along with your resume to the Office of Graduate Studies with (or following) the application for admission to the Graduate School. **The application deadline for August appointments is February 1.**

Academic year for which you are applying for an assistantship: \_\_\_\_\_

Graduate assistant assignment(s) in which you are interested: \_\_\_\_\_

Semester and date you plan to begin graduate studies at MU: \_\_\_\_\_

Degree and program to which you are applying: \_\_\_\_\_

Mr./Ms. \_\_\_\_\_

First Name

Middle Initial

Last Name

Street Address

City

State

Zip Code

Home Phone Number

Work Phone Number

E-Mail Address

Degree(s) Earned

Date Conferred

College/University

Major

GPA

Special honors or awards received, and date conferred:

Special study (workshops, seminars, etc.) relating to your chosen major:

Professional certificates earned:

## List work experience

Attach resume:

Position

Location

Dates

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## List relevant work skills

For example: computer skills – word processing, spread sheets, desktop publishing; experience with statistics; research; etc.:

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## References:

You may elect to use the references submitted in support of your application for admission. If not, list the names, positions and addresses of at least three persons you have requested to provide letters of reference. You may use the "Recommendation for Admission to Graduate Studies" forms available in the Office of Graduate Admissions.

Name

Position

Address

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Date

Applicant's Signature

## Department of Housing and Residential Programs

Please complete this section only if you are interested in a Housing graduate assistantship position. These assignments require that you live in and manage a residence hall.

Previous residence hall work experience?  Yes  No

If yes, please elaborate. If no, explain your interest in this assignment: