

Graduate Research Assistantship Information

Albany State University provides a limited number of graduate assistantships to qualified students. Duties may include teaching, laboratory supervision, research or service related to a student's program of study. Assistantship appointments are at the discretion of the department and subject to approval by the Graduate School. Students should contact **departments** for availability and details of the available positions. Students receiving a graduate research assistantship will be notified by the Graduate School. **Graduate Research Assistantships are awarded to promote research, teaching and service among graduate faculty and students at the institution and to provide graduate students the opportunity for professional development and scholarship to prepare them for leadership roles in their chosen fields.**

Part of the eligibility requirements for the graduate research assistantships is that they will be applying for a specific job in a specific department. The job may not be the student's major department.

Graduate Research Assistantship Eligibility Criteria

- Students must be admitted to an Albany State University Graduate Program with 'regular' status. Non-degree, provisional students or transient students are not eligible for assistantships.
- First year graduate students who do not have graduate level credit, but have been admitted, must have a cumulative undergraduate GPA of 3.0 or above.
- Current graduate students must be in good standing with an overall graduate grade point average of no less than 3.00. Must also have completed at least 6 credits of graduate level course work and be in good standing academically and within the degree program.
- Graduate assistants enrolled in on-line graduate degree programs must reside within commuting distance of the campus in order to be able to perform the duties.

Graduate Research Assistant Responsibilities

- Must work 19 hours per week, performing duties as described for the assistantship position.
- Must register for and earn credit for 9-12 hours of graduate course work leading to the degree for each semester as a graduate assistant. Graduate assistantships offered during the summer term will require enrollment for a minimum of six semester hours.
- Must maintain an overall GPA of 3.0 to continue as a graduate assistant.
- Must submit a request for reappointment as a graduate assistant annually.
- Graduate Assistants who have the primary responsibility of teaching a course/laboratory section for credit and/or for assigning final grades for such a course/laboratory section must have earned at least 18 graduate semester hours in the teaching discipline, be under the direct supervision of a faculty member experienced in the teaching discipline, receive regular in-service training, and be regularly evaluated.
- A graduate research assistant choosing to resign or terminate employment must submit a letter of resignation to the departmental supervisor and to the graduate school.

Graduate Research Assistantship Application (To be Completed by Student)

Completed Application and Supporting Material for Graduate Research Assistantships are due no later than the
Fall semester admissions deadline. **July 20, 2021**

Last Name: _____ First Name _____ MI _____

Home Address _____ City _____ State ____ Zip _____

Phone _____ Email _____

1. What graduate degree(s) are you pursuing? _____
2. Area of interest or concentration: _____
3. Anticipated date of program completion: _____
4. Have you been accepted to Albany State University graduate school before? ___ Yes ___ No
5. What type of Assistantship are you applying for? ___ Teaching ___ Research ___ Program
6. Are you currently employed? ___ Yes ___ No
7. If yes, where are you currently employed? Please include work-study or internship. _____
8. Attach a one page summary describing reasons for applying for a graduate assistantship. Describe your goals, strengths and professional contributions that you can make to your program.
9. Attach resume listing all relevant education and experiences. In separate section indicate experience in your proposed field of study.
10. List three professional references with contact number below. The list should include college instructors and supervisors who are well acquainted with your academic and work experience, scholarship and professional dispositions.

Ref1: _____ Positon _____ Phone _____

Ref2: _____ Positon _____ Phone _____

Ref3: _____ Positon _____ Phone _____

Applicant Signature _____ *Date* _____