

Educational Specialties Graduate Assistant Application

What is a Graduate Assistant?

A Graduate Assistant (GA) is a graduate student who is hired to assist faculty with their normal courses of duty. GAs may be assigned as a research assistant or a teaching assistant depending on faculty and department needs. GAs are required to work 20 hours per week. In return, they receive a tuition fee waiver as well as a monthly stipend. Currently, the monthly stipend is \$1400. For more information visit the GA website at the Graduate School Web Page.

How Does a Graduate Student Become a Graduate Assistant?

Applications can be obtained from EDS office personnel or printed from the web. Applications consist of statements of career interests, past employment, and educational experience. GAs are asked to specify areas of interest so efforts can be made to place GAs with faculty members with similar interests. GAs are asked to fill out an application every year to be eligible for re-hire.

Eligibility for Hire

To be eligible for a GA position, students must be enrolled in at least 6 graduate level credits (12 maximum), have a 3.0 current or undergraduate GPA, and be admitted to the graduate school without provisional or probationary status. Graduate special students and students on probation are not eligible for a GA position. Individuals who will be working more than 10 hours in another job may be deemed ineligible.

Hiring Process

Deadlines for applications are October 1st for spring positions and March 1st for fall positions. Students applying will receive notification by December 15th for spring appointments and May 15th for fall. Each spring, the top applicants will be selected for fall. The number of applicants selected will be based on funding and the number of positions allocated to the department. Priority will be given, in order, to continuing doctoral students, doctoral applicants, master's students with research and/or teaching experience, and first-time licensure students. Priority will also be given to applicants who are eligible to work 20 hours per week and who are making satisfactory progress toward degree completion. Fall GAs will continue in the spring contingent upon an acceptable performance evaluation and available funding.

Questions?

If you still have questions, feel free to email our department chair, Dr. Christine Cheney at cheney@unr.edu or call her at (775) 682-7853.

APPLICATION FOR EDS GRADUATE ASSISTANTSHIP

(This is NOT an application for admission to graduate school)

UNIVERSITY OF NEVADA, RENO

An Equal Opportunity Employer

DEADLINES for applications: March 1st for Fall and October 1st for Spring
Please type or print in ink the requested information and supply an updated resume or vita listing relevant work, honors received, presentations and publications, and any relevant training experience you may have.

EDS Office Date Stamp _____ Date you will be available for employment _____

1. Name _____
Last First Middle

2. Mailing Address _____
Street City State Zip Phone

3. Permanent Address _____
Street City State Zip Phone

4. Daytime telephone _____ Email: _____

5a. Degree sought (circle one) M.A. M.Ed Ph.D. Ed.D.

5b. Major interest in the department (program area, area of research)? _____

6a. GRE - verbal score _____ quantitative score _____ analytical score _____

Other test scores (list tests) _____

5b. Undergraduate GPA _____

List below in chronological order all colleges you have attended. Continue on a separate sheet if necessary.

Name of School	City	State	Dates of attendance	Degree received	Graduation date
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

List five references who are familiar with your qualifications and whom we may contact. Please include references from educational institutions you have attended and for each responsible position held.

Reference name	Place of Employment	Reference Phone #	Your Position at the Company/Institution
----------------	---------------------	-------------------	--

Special Skills / Licenses: Please list any licenses/certifications/registrations (examples: doctors, lawyers, nurses, engineers, teachers, etc.) Please attach relevant documentation.

Title _____ No. _____

Issuing Board _____ State _____

Drivers License No. _____ State _____ Class _____ Exp. Date _____

Software experience (check all that apply):

MS Office ___ Word ___ Power Point ___ Excel ___ InDesign ___

Web design ___ Other _____

In addition to English, I possess ___ Verbal ___ Written Fluency in _____ (Specify Language)

If you are applying for a degree you had previously been pursuing at another institution but had not completed, please indicate your reasons for transferring to the University of Nevada, Reno.

Describe your research experience (e.g. Literature reviews, data collection, data analysis, publications, etc.)

Are there any days Monday through Friday that you would be unable to come to campus on a regular basis? _____

How many hours per week will you be working elsewhere in addition to the Graduate Assistantship? _____

How many GA hours of work per week are you seeking?

20 hour/week 10 hour/week _____ hours/week

How much of your workweek as a GA would you be willing to travel?

- a) In Reno None Up to 25% Up to 50% More than 50%
- b) In Washoe County None Up to 25% Up to 50% More than 50%
- c) In surrounding counties None Up to 25% Up to 50% More than 50%
- d) In Northern Nevada None Up to 25% Up to 50% More than 50%

Signature of Applicant

Be sure to include your resume or vita

UNR is an AAECCE
UNR employs only U.S. Citizens and those lawfully authorized to work in the U.S.

Department of Educational Specialties Graduate Assistant Requirements for Confidentiality and Professionalism



Graduate Assistants (GAs) in the Department of Educational Specialties must know and follow the university policy observing the confidentiality of student records in conformity with the Family Educational Rights and Privacy Act (FERPA). Graduate assistants are often in a privileged position to grade student work, view student records, or overhear faculty discussions regarding students. Consequently GAs will be held to a high standard of professional behavior.

The Department of Educational Specialties requires graduate assistants to acknowledge that they have read the university policy on FERPA, available at <http://www.ss.unr.edu/records/ferpa.asp> and agree to the following list of professional behaviors developed by the department:

1. Student work and the grades assigned to student work will not be shared with others (including other GAs) unassociated with the course or program.
2. Grades cannot be posted in any manner. Communication of grades can be facilitated through private e-mail, WebCampus, or by asking students to provide stamped, self-addressed envelopes.
3. Graded work must be returned directly to the specific student(s) who submitted the work and cannot be left for general pick-up where others will view it. Work should be maintained for a reasonable amount of time after the end of the semester before being discarded.
4. Students' telephone numbers, addresses, or email addresses should not be shared or posted without the permission of the student. Students' Social Security numbers should never be shared or posted under any circumstances.
5. GAs may have access to information that is not related to their specific assignments. For example, information may come from overhearing conversations or seeing documents such as those from shared printers, fax machines, or copy machines. This information should be considered confidential and should not be repeated, reproduced or shared with anyone.
6. GAs with concerns about difficult students or student issues should seek guidance from a faculty mentor who is directly involved in the relevant program or with the department chair. Concerns should not be shared with other GAs. EDS has a referral process for significant student issues (student dispositions referral). Information about this process can be found at <http://www.unr.edu/educ/eds/documents/dispositions.htm>
7. Access to copying and office supplies are for work assignments for the department. GAs may not use the copy machines for personal or class work. Faculty who assign GAs to reproduce materials are responsible for any infringement of copyright. Disciplinary action will be taken against any GAs who use departmental resources to copy textbooks for their own use.
8. Telephones and computers in GA office areas are available for personal and professional use. However, no long distance calls may be made without authorization and GAs must adhere to university policy regarding installation or downloading of software, music, videos or other media.

If you have any questions about these policies, or are not sure if something is a violation, please consult with the Department Chair or member of the EDS Graduate Committee.

.....

I, _____, have read and understand the University of Nevada, Reno FERPA policy and the professional behaviors required by the Department of Educational Specialties. I will seek clarification if I am unsure of any actions constitute unprofessional behavior or that might compromise student privacy. I realize that any violation of this policy will jeopardize my employment.

Signature of Graduate Student

Date