



Graduate Assistant Application

What is a Graduate Assistant?

A Graduate Assistant (GA) is a graduate student who is hired as an employee of the college. The GA may teach a course, supervise lower-level students in internships or field experiences, or assist faculty with their teaching and related research. GAs are assigned to their responsibilities each semester, depending on experience and faculty or college needs. GAs are required to work 20 hours per week. In return, they receive a tuition fee waiver for a maximum of 9 credits as well as a monthly stipend. Currently, the monthly stipend is \$1,700. For more information visit the [Graduate School website](#).

How Does a Graduate Student Become a Graduate Assistant?

Applications can be obtained from any program office or [downloaded 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 (9 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.

International Students: International students serving as Teaching Assistants must meet a minimum Test of English as a Foreign Language (TOEFL) score of 550 (paper version), 213 (computer version) and pass the SPEAK Test with a score of 50. (To make an appointment to take the SPEAK test, please contact IELC at 784-6075. The cost of the test is \$60). If you have taken the iBT (internet based version) of the TOFEL you must score 79/80 total and have a score of 24 on the speaking section of the test. The International Language Testing System (IELTS) score of a 7 can substitute for the TOFEL. (A score of 50 on the Test of Spoken English (TSE) can be substituted for the Speak Test.)

Hiring Process

Deadlines for applications are February 1st for positions the following fall semester. If there are openings throughout the year, September 1st is the deadline for spring semester positions. The number of applicants selected will be based on funding and the number of positions allocated to the College of Education.

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 have additional questions, please contact the Dean's office at 775-784-4345.

[More information about graduate assistantships can also be found online.](#)

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

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

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

20 hours/week 10 hours/week _____hours/week

My signature indicates that all of the above information is true.

Signature of Applicant

Be sure to include your resumé or vita. Applications are NOT complete if the resumé or vita is not attached. Incomplete applications will not be considered. Your resumé or vita is NOT limited to one page and should include the following information:

- | | |
|-----------------------|-------------------------------|
| 1. Education | 4. References |
| 2. Licensure held | 5. Special skills |
| 3. Employment history | 6. Other relevant information |

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College of Education Graduate Assistant Requirements for Confidentiality and Professionalism

Graduate Assistants (GAs) in the College of Education 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 College of Education requires graduate assistants to acknowledge that they have read the university policy on FERPA, [available online](#). FERPA training will be required once hired as a GA. In addition, GAs must agree to the following list of professional behaviors developed by the college:

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 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 Associate Dean responsible for graduate study. Concerns should not be shared with other GAs. The College of Education has a referral process for significant student issues (student dispositions referral).
7. Access to copying and office supplies are for work assignments for the college. 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 college 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 Associate Dean or member of the College of Education Doctoral Committee.



I, _____, have read and understand the University of Nevada, Reno FERPA policy and the professional behaviors required by the College of Education. 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