

## Call for Graduate Assistantships

Students in Caldwell University graduate programs are invited to apply for a graduate assistantship position for the Academic year 2020-2021. Graduate Assistantships offer opportunities for graduate students to engage in research, teaching, or work in academic or administrative offices on the University campus as determined by the Office of Graduate Studies and the individual departments. A limited number of assistantships is available for 2020-2021 academic year. Graduate Assistants are expected to work up to twenty (20) hours per week. Compensation for the work will be in the form of tuition remission for up to six (6) graduate credits in both the Fall and Spring semesters (i.e. up to 12 graduate credits per academic year). Fees that are specific to courses or to individual students (e.g., parking, health insurance, art studio supplies, etc.) are not included in the remission. Responsibilities will be determined by the School/Department and faculty to whom the Assistant is assigned. Previous experience is preferred but not required. Graduate Assistantships are awarded annually. At the end of the academic year in which the Assistantship is awarded, the Assistant is expected to submit a final report detailing the learning experiences throughout the year.

### Eligibility:

Graduate Assistantships are open to all new or continuing graduate students (Master's and Doctorate level) who are fully admitted into a University program, are in good academic standing, and are enrolled as matriculated students in the semesters in which the Assistantship is awarded. In the event of multiple applicants, preference may be given to continuing students who have established a strong academic record.

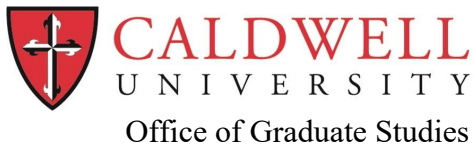
### To apply:

To be considered for the Graduate Assistantship students must submit

- A completed application filed with the Office of Graduate Studies
- Resume
- Two letters of reference, one of which could be from a Caldwell University faculty member familiar with the applicant's work on campus
- A personal statement of approximately 1000 words discussing the student's academic and professional goals and a brief explanation of how (s)he anticipates being an asset to a faculty, program, or Department

Application Deadline: April 1, 2020. No email applications will be considered.

For questions about the program or the assistantships please contact the Office of Graduate Studies at [gradstudies@caldwell.edu](mailto:gradstudies@caldwell.edu).



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## APPLICATION FORM GRADUATE ASSISTANTSHIP

*Note: All application materials should be submitted to the Office of Graduate Studies. Only complete applications packets will be considered. Also note that the sponsoring academic programs may require an additional application form specific to their needs. **Application Deadline: April 1, 2020.** Additional call for applications may be issued in the event that the Assistantships are not awarded.*

~ PLEASE PRINT LEGIBLY ~

DATE OF APPLICATION \_\_\_\_\_

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE OR MAIDEN \_\_\_\_\_  
STUDENT ID # \_\_\_\_\_

NAME OF GRADUATE PROGRAM \_\_\_\_\_ CONCENTRATION / TRACK (IF ANY) \_\_\_\_\_

\_\_\_ ENTERING GRADUATE STUDENT

\_\_\_ CONTINUING GRADUATE STUDENT

There are three types of assistantships being awarded for 2019-2020 academic year. Please indicate your preference for the type of the assistantship you are hoping to receive. PLEASE NOTE: Your preference will be considered but is not guaranteed. Final decision on placement and the type of assistantship will be determined by the Office of Graduate Studies and individual Departments.

RESEARCH ASSISTANTSHIP \_\_\_ TEACHING ASSISTANTSHIP \_\_\_

DEPARTMENT ASSISTANTSHIP \_\_\_ ASSISTANTSHIP WITH THE ACADEMIC SUCCESS CENTER \_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

DAY PHONE # \_\_\_\_\_ EVENING PHONE # \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

### GRADUATE RESEARCH ASSISTANTSHIP APPLICATION CHECKLIST

- Completed application form
- Resume of education and work experience, skills, and awards, especially any relevant to your professional goals and program.
- Two letters of reference, one of which could be from a Caldwell University faculty member familiar with the your work on campus
- A personal statement of approximately 1000 words which discusses your academic and professional goals
- Student should be fully matriculated in a Master's or Doctoral program at Caldwell University

**SUBMIT ALL ITEMS TO THE OFFICE OF GRADUATE STUDIES**  
**Werner Hall, Suite 116, 120 Bloomfield Avenue, Caldwell, NJ 07006**  
**Phone 973-618-3922, email [gradstudies@caldwell.edu](mailto:gradstudies@caldwell.edu)**