

**GRADUATE ASSISTANTSHIP**

Graduate Study

Request to Post Position on Graduate Study Website

520 O'Dowd Hall

**Eligibility and Requirements for an assistantship appointment**

- 1) Students must have "regular" admission status to a specific graduate degree program.
- 2) Students with a "conditional" admission status may be considered for an appointment if the conditional requirements can be met within the first semester of the award enrollment period. An assistantship award will be terminated should the conditional requirements not be satisfied.
- 3) Students must be in good academic standing (3.0 GPA).
- 4) ALL students with graduate assistantships are expected to maintain a full-time enrollment status at Oakland University during the semester(s) for which they are appointed.
- 5) Graduate Assistants must maintain an overall grade-point average of 3.00 AND show satisfactory progress toward completing degree requirements.

**Graduate Assistantships are to be academic in nature. Students are to be engaged in research or other scholarly activities that relate in some way to the mission of their graduate program.**

<b>Hiring Department</b>	The Honors College	
<b>Hiring Supervisor</b>	Graeme Harper, Dean	
<b>Contact Person</b>	Email gharper@oakland.edu	Phone X4451
<b>Funding Source</b>	Academic Affairs	
<b>Posting Dates</b>	Begin Date January 6, 2015	End Date December 20, 2015
<b>Student Level</b>	<input checked="" type="checkbox"/> PhD/Doctoral <input type="checkbox"/> Masters	
<b>Length of Service</b>	<input type="checkbox"/> Academic year (Fall-Winter) <input checked="" type="checkbox"/> Fall Semester 2015 <input type="checkbox"/> Summer Semester(Only)	
<b>Academic Year __2015 Winter &amp; Fall____</b>	<input checked="" type="checkbox"/> Winter Semester 2015	
<b>Hours Per Week</b>	Enter maximum number of hours you want the student to be available to work <input type="checkbox"/> 20 hours <input checked="" type="checkbox"/> 10 hours	
<b>Graduate Program</b>	<input checked="" type="checkbox"/> Preferred - Education <input type="checkbox"/> Required List general or specific graduate program(s) [example: Business vs Marketing]	
<b>Job Description</b>	(Provide a description of the GA position) See attached	
<b>Responsibilities</b>	(Graduate Assistant responsibilities -required/expected)	
<b>Preferred Experience</b>	(List preferred experience or skills)	
<b>Duties</b>	(Brief bullet list of duties for abbreviated posting)	
<b>Special Posting Instructions</b>	Stipend of \$3,500 per semester and 4 credits of tuition provided to part time graduate assistants.	

## **Honors College Graduate Assistant Winter 2015 and Fall 2015**

### Job Description:

Part time (10 hours per week) graduate assistant for the Honors College

### Responsibilities:

- Establish Graduate Assistant program for The Honors College, prepare manual.
- Assist upper-level undergraduate Honors College students to prepare for graduate school.
- Assist HC 100 freshman class.
- Assist Honors College students preparing for senior project.
- Develop an Honors College class for Fall 2015

### Duties:

- Schedule meetings with Honors College students to prepare graduate school applications, writing personal essay, applying for post-graduate scholarships.
- Grade essays from HC 100 class.
- Meet with students attending "Introduction to the Thesis" course.
- Compile a manual for instruction for future HC graduate students.
- Classroom instruction if a faculty member requests assistance.
- Assist the Dean with administrative programming or other duties as assigned.

### Preferred experience:

- Research methods
- Mentoring
- Classroom instruction