

Dear Applicant:

The Personnel Committee of the Department of Political Science & Public Administration welcomes your application for the position of Graduate Assistant. Generally, graduate assistantships are awarded to applicants who need at least eighteen (18) credit hours to complete degree requirements. Exceptions to this policy are subject to availability of assistantship positions, and/or an outstanding candidate with at least nine (9) credit hours remaining to complete degree requirements.

Women and minorities are encouraged to apply.

Attached are a job description and three recommendation forms.

To complete your application:

1. Submit a personal letter of application explaining to the Personnel Committee why you are interested in the assistantship, and what academic and experiential skills you feel qualify you for this position.
2. Submit an unofficial undergraduate and graduate transcript. An official transcript will be required if an assistantship is awarded.
3. Distribute the recommendation and waiver forms to your three references. The Personnel Committee will begin reviewing complete applications after March 12 and will consider later applications until all positions are filled.
Be sure to remind your references of the March 12th deadline.
4. Attach any other relevant materials.

Best wishes,

Department of Political Science & Public Administration
Personnel Committee
Anspach 247
(989) 774-3442, psc@cmich.edu

**DEPARTMENT OF POLITICAL SCIENCE & PUBLIC ADMINISTRATION
GRADUATE ASSISTANT JOB DESCRIPTION**

Experience:

Must have an undergraduate degree, preferably in social sciences, and be admitted to the Department of Political Science & Public Administration MA or MPA graduate degree program.

Required Qualifications:

Applicants must possess strong oral and written communicative skills, strong research and analytical skills, and a demonstrated ability to work with others. Computer literacy is required.

Desired Qualifications:

Applicant attributes of trustworthiness, reliability, punctuality, and effective time management are highly desired.

Research Graduate Assistant Duties and Responsibilities:

The work load is twenty hours per week for a full-time Graduate Assistant. Primary responsibilities are to conduct research and literature searches, to carry out other duties as assigned by department faculty, and to assist in the classroom; i.e., to lead discussion sections, correct exams, etc...

To Apply:

1. Submit a personal letter of application explaining to the Personnel Committee why you are interested in the assistantship, and what academic and experiential skills you feel qualify you for this position.
2. Submit an unofficial undergraduate and graduate transcript. An official transcript will be required if an assistantship is awarded.
3. Distribute the recommendation and waiver forms to your three references. The Personnel Committee will begin reviewing complete applications after March 12th and will consider later applications until all positions are filled. **Be sure to remind your references of the March 12th at 5:00 PM deadline.**
4. Attach any other relevant materials.

Application packets are due on or before March 12th by 5:00 p.m. to the Department of Political Science & Public Administration Office, Anspach 247.

Submit Application To:

CMU, Department of Political Science & Public Administration, Anspach 247, Attn: Personnel Committee, Mount Pleasant, MI 48859

**DEPARTMENT OF POLITICAL SCIENCE & PUBLIC ADMINISTRATION
GRADUATE ASSISTANT RECOMMENDATION FORM**

The best way to serve the interest of the applicant is to view the recommendation as a means to help the Personnel Committee make decisions, rather than as a forum for trying to get your applicant admitted. Please use the back of this form, if necessary. Return recommendation form to:

Central Michigan University
Department of Political Science & Public Administration
Personnel Committee
Anspach Hall 247
Mount Pleasant, MI 48859

Name of Applicant (print or type)

Campus ID#

		Excellent	Good	Average	Poor	Very Poor	No Basis to Judge
1.	Ability to work with others in varied tasks						
2.	Self-starter, requires minimum of supervision						
3.	Research skills						
4.	Computer assisted skills						
5.	Reliability						
6.	Writing						
7.	Speaking and listening skills						
8.	Ability to organize time						
9.	Punctuality						

Information which would be helpful:

1. Tell us about your history with the applicant.
2. Provide us with factual and anecdotal material about the applicant.
3. Provide us with a reasoned evaluation of the applicant. Please feel free to include positive and negative information.

Signature of Recommender

Date

Name of Recommender (print or type)

Telephone

Title

Institution

**DEPARTMENT OF POLITICAL SCIENCE & PUBLIC ADMINISTRATION
RECOMMENDATION WAIVER**

Name of Applicant (print or type)

Campus ID#

Note: The Family Educational Rights and Privacy Act of 1974 opens many student records for the student's inspection. This law permits the student to sign a waiver relinquishing his/her right to inspect a letter of recommendation.

- I hereby waive the right of access to this recommendation provided by law.
- I do not waive the right of access to this recommendation provided by law.

Signature of Applicant

Date

To the Recommender: Please complete the acknowledgment below.

I have read the statement above and acknowledge that both the statement and the applicant's declaration concerning access to the letter were shown to me prior to the writing of the attached recommendation.

Signature of Recommender

Date