



## GRADUATE ASSISTANTSHIP APPLICATION 2023-2024

MSA Program  
 Rowe Hall 222, Central Michigan University  
 Mt. Pleasant, MI 48859  
 Phone (989) 774-6525/Fax (989) 774-2575  
 E-mail: [msa@cmich.edu](mailto:msa@cmich.edu)

### Application Instructions

E-mail the completed application form, cover letter, resume, and two letters of reference (may be sent separately) to [msa@cmich.edu](mailto:msa@cmich.edu).

The MSA Graduate Assistantship Committee will review applications after the **March 17, 2023** deadline and will have decision letters out by the end of May 2023.

Name	
Student ID#	
MSA Concentration	

Please rate yourself on the following skills. If you have no experience in an area, select “no experience.” Desired skills will vary with each graduate assistantship assignment.

Skill	No experience	Novice	Intermediate	Advanced
Organizational skills				
Time Management				
Library/database research				
Internet research				
Public Speaking				
Data Analysis				
Social Media Management				
Writing/editing skills				
Computer skills (word processing, spreadsheets)				
Project management skills				

- A cover letter (1-2 pages) is required for consideration. Here are some examples of topics that might be included in your letter. Write to the topics most relevant to your experience.

- Describe your leadership style
  - Provide examples of your experiences working in and leading groups/teams
  - Give some examples of times when you took initiative
  - Describe your experience in conducting research
  - Explain the steps of a project that you saw through from start to finish
  - Problem-solving skills
  - Decision-making skills
  - Time management skills
  - Describe your administrative experience
  - Relevant volunteer experience you may have in the field
  - Projects you initiated and completed
- Attach Resume
    - Tips
      - Be sure to proofread your resume for spelling and grammar
      - Have a friend also proofread your resume for you
      - Be clear and concise
      - **Do not include the following:**
        - Photos
        - Religious preference/marital status/sex
        - Hobbies
- Attach two professional letters of recommendation
    - Recommendation letters should be from individuals who can speak to your work ethic and relevant experience, such as:
      - Supervisors
      - Coworkers
      - Professors (if you are not employed)

## MSA Graduate Assistantship Information

To be eligible for an assistantship, a student must be admitted to the MSA Program with a regular or regular, with stipulations, admission. Students who have concurrent or accelerated admission status may be appointed as graduate assistants. Other hiring criteria may be determined by the department or office responsible for the assistantship. You are required to take at least 6 credit hours in the fall and in the spring semesters that you are a Graduate Assistant.

Administrative graduate assistants work with both academic and nonacademic units. Duties will vary, but may include gathering, organizing, and analyzing information, implementing and evaluating programs, and recruitment events. This position does not include teaching or research.

### MSA Requirements:

- ❖ Only complete graduation assistantship applications will be considered
- ❖ GPA is important, but a well-written cover letter and resume will carry weight
- ❖ Admission to the MSA program on the main campus
- ❖ Graduate Assistants are required to take main campus classes (online classes will not be allowed)

### MSA Graduate Assistantships are ¼ time ONLY!

As a quarter-time GA, your financial benefit is as follows (estimates only):

- ❖ Stipend - approximately \$2750/academic year
- ❖ Tuition benefit = 5 credit hours per academic year
- ❖ You will work 5 hours per week
- ❖ You will be billed at the in-state tuition rate for your remaining credits