

**KENT STATE UNIVERSITY
COLLEGE OF NURSING
TERMS AND CONDITIONS OF A GRADUATE ASSISTANTSHIP**

A Graduate Assistantship is a university funded work offer that provides a tuition fee waiver plus a stipend, each of which is dependent on the number of hours the student is available to work for the College of Nursing. Work is limited to either 20 full time hours or 10 part time hours. Graduate Assistants (GAs) help faculty in the graduate and undergraduate programs at a variety of tasks, e.g. literature searches, test proctoring, and/or grading of tests or assignments. Work tasks and work time are usually flexible.

Students may be full or part time graduate students to qualify. Graduate grades must be maintained at a B overall to continue in the position. Graduate Assistantships are available by the year (preferred) or by the semester. We prefer to award contracts before, or at the beginning of the semesters, but exceptions can be made as positions are available.

Full-time Graduate Assistantships are eligible to receive up to 12 credit hours tuition fee waiver (you must be registered for a minimum of 8 hours), plus a monthly stipend of \$762.00 in exchange for 20 hours/week of work for the College of Nursing. Part-time Graduate Assistantships are eligible to receive up to 8 credit hours tuition fee waiver (you must be registered for a minimum of 6 hours), plus a monthly stipend of \$372.00 in exchange for 10 hours/week of work for the College of Nursing. Stipends are payable semi-monthly on the 15th and last day. The fall semester is equivalent to 4 months and the spring is equivalent to 5 months, for a total of 9 months.

Summer Graduate Assistantships are also an available option to students, providing the following: 1) GA funds are available, and 2) Student is registered for at least 6 hours (full load) spanning over the summer sessions.

Mid-summer, students are given an announcement of an award, or its denial, in a letter citing the amount of the award and its terms. If awarded a Graduate Assistantship, the student is required to complete employment documents and taxation forms for the Department of Academic Personnel before fee waivers and stipends can be implemented.

Health Insurance for Graduate Assistants: Funds have been made available to provide partial support for health insurance for graduate appointees. GA's will have available to them the sum of \$810 (~60%) as part of their package as a credit toward purchase of the university's health insurance plan. This represents about two-thirds of the cost of the plan, so the graduate student will need to make partial payment to cover the total premium. Students who have insurance through other means will not avail themselves of this benefit, just as full time GA's who register for fewer than 11 credit hours, and part-time GA's who register for fewer than 8 credit hours, do not use all of the tuition scholarship.

IMPORTANT: Previous assignment as a GA is not a guarantee of future assignment. Graduate students must reapply each year. Each applicant is evaluated on an individual basis, and funds are distributed as evenly and equitably as possible depending on the number of applications received and the total amount of funds available.

If you are interested in working as a Graduate Assistant for the upcoming academic year 2008-2009, please complete the information on the back of this page and return to the Graduate Programs office (#214) **no later than April 15, 2009.** *Applications received after this date will be considered on an "available funds" basis only.*

THE REVIEW AND SELECTION PROCESS TAKES PLACE OVER THE SUMMER MONTHS WITH STUDENTS RECEIVING NOTIFICATION PRIOR TO THE BEGINNING OF THE NEXT ACADEMIC YEAR.

- OVER FOR APPLICATION -

**KENT STATE UNIVERSITY
COLLEGE OF NURSING
APPLICATION FOR GRADUATE ASSISTANTSHIP
AY 2009-2010**

Yes, please consider me for a Graduate Assistantship work position for the **academic year 2009-2010**:

Name: _____ Student ID# _____ - _____ - _____

Street/City/ST/Zip _____

Email Address: _____@kent.edu _____

Preferred Telephone Number(s) for contact:

Home: _____ Work _____

Desired GA Service Commitment: Full-time (20 hrs/wk) Part-time (10 hrs/wk)

Appointment desired for (check all that apply): Fall Semester Spring Semester Summer Sessions

Current Enrollment: Full-time student Part-time student

MSN program enrolled in (e.g. Adult NP, Psych Mental Health CNS) _____

Have you ever applied for a Graduate Assistant position before? Yes No If yes, when: _____

Have you ever worked as a Graduate Assistant before: Yes No If yes, when: _____

How would you rate your computer skills: Excellent Proficient Good Passable

Please list computer programs you are familiar with and/or comfortable using:

SPECIAL SKILLS AND QUALIFICATIONS: List skills, training, honors, awards, and special accomplishments that would assist you as a graduate assistant:

PLEASE NOTE: *You may apply for either a Graduate Assistantship appointment and/or Federal Traineeship Funds, but you may be granted only one. If you are interested in both, you must complete and submit both applications.*

Return completed application by mail or fax to:

Kent State University
College of Nursing
Graduate Programs Office - 214
P.O. Box 5190
Kent, OH 44242-0001

CONTACT:
Fax: (330) 672-6387
Phone: (330) 672-8761

Submission deadline: April 15, 2009.

Applications received after that date will be considered on an "available funds" basis only.

- OVER FOR TERMS AND CONDITIONS OF A GRADUATE ASSISTANTSHIP -