



APPLICATION FOR THE POSITION OF
GRADUATE ASSISTANT

Terms of Graduate Assistantships

- Graduate Assistants must be admitted to the College of Graduate Studies as Degree-seeking students
- Graduate Assistants must register for at least nine hours a semester of the assistantship
- Students must have a 3.0 grade point average and remain in good academic standing

Terms of Tuition Grant Awards

- Tuition grant recipients must maintain a minimum 3.0 and remain in good academic standing
- Recipients must register for 1-10 hours of credit, depending on weekly service hours required

Name _____ CSU ID# _____ SS# _____

Home Address _____

City/State/Zip _____

Email Address _____

Home Phone _____ Work Phone _____

Program in which you are enrolled _____

CSU graduate hours completed _____ Expected semester of graduation _____

CSU Faculty/Staff member who may be contacted for recommendation _____

Department of Faculty/Staff member _____

Statement of available time _____

Why are you seeking an assistantship? (please use a separate sheet of paper to respond)

Signature _____ Date _____

Some departments and certain positions within the College of Education & Human Services may require the completion of additional application materials.

“Federal and state laws and regulations prohibit discrimination on the basis of race, color, religion, sex, national origin, ancestry, age and handicap.”

ALL APPLICATIONS ARE BEING KEPT FOR SIX MONTHS. AFTER THE SIX MONTHS IS OVER WE WILL THROW THE APPLICATION AWAY AND YOU WILL HAVE TO REAPPLY FOR THE POSITION.

COLLEGE OF EDUCATION & HUMAN SERVICES
DEAN’S OFFICE

Send completed applications to:

Cleveland State University
College of Education & Human Services
2121 Euclid Avenue, JH 170
Cleveland, Ohio 44115

Attn: Erica Miller Arpajian

Information Regarding Graduate Assistantships in the College of Education & Human Services

Is there an application deadline for GA positions?

Applications for Graduate Assistantships (GA) are accepted on an ongoing basis. There is no deadline to apply.

What types of GA positions are available in the College of Education & Human Services?

There are two types of graduate assistantships for Masters' candidates: departmental GA's and Research GA's.

1. Departmental GA's work in one of the five College of Education & Human Services Departments/Program.
This type of GA performs office administrative work for the department/program. The departments, their location, and telephone numbers are listed below:
 - a. Curriculum & Foundations / Julka Hall 376, 216-687-4577
 - b. Counseling, Administration, Supervision & Adult Learning / Julka Hall 275, 216-687-4613
 - c. Department of Teacher Education / Julka Hall 302, 216-687-4600
 - d. Health, Physical Education, Recreation & Dance / Julka Hall 164
 - e. Center for Urban School Collaboration / Julka Hall 394, 216-875-9775

Departmental GA's are usually (but not in all cases) hired before the fall semester and stay for the entire year, and in some cases for the duration of their Masters program (approx. two years).

2. Research GA's perform work for faculty member(s) relating to their area of research and is usually research conducted through a received grant.

Research GA's are hired when a grant is funded, and the faculty member who was awarded the grant has included funding in the budget of the grant for the hiring of a GA. Usually (but not in all cases), faculty members are looking for Masters students who are enrolled in the College of Education & Human Services and are conducting research in their same discipline. If you are not enrolled in a College of Education & Human Services Masters program, this type of GA position is more difficult to receive.

Where does my GA application go after I have submitted it?

Your GA application is submitted to the Education Student Services Center (ESSC) and is collected by the Administrative Assistant for the Associate Dean for Student Services. The Administrative Assistant will place your GA application in a file and then enter your application into a database of which all faculty and department chairs have access.

Since there is no deadline for GA applications, your application may be selected tomorrow, next week, or next month. All GA applications are kept for six months. After the six months is over the application will be destroyed and you will have to re-apply for any GA position. Please do not submit more than one application within a six-month period. If you do, we will only retain your first application submitted, the rest will be destroyed.

Thank you for taking the time to read this information, and good luck as you apply for a graduate assistantship within our college.