

GRADUATE ASSISTANTSHIPS

Missouri State University

A number of graduate assistantships are made available each year to assist students with expenses while studying for advanced degrees at Missouri State University. Students who are enrolled as non-degree seeking, post-baccalaureate, or in any other non-graduate degree enrollment classification are ineligible for assistantships.

Benefits - The graduate assistantship provides a student with a minimum stipend of \$7,340 for the academic year (nine months) and, in some departments, a higher stipend is available. A limited number of assistantships are available during the summer. The minimum stipend for a summer assistantship is \$1,835.

Students who receive a graduate assistantship will also be awarded a fee waiver scholarship. Scholarships cover up to 15 hours of course work for each of the fall and spring semesters, and up to 6 hours of course work in the summer.

Eligibility and Requirements - To be eligible for a graduate assistantship, a student must be admitted into a degree program and have at least a 3.00 grade point average on his/her undergraduate cumulative, last 60 hours, or 9 hours of graduate work. Students who receive an assistantship must be enrolled in a minimum of 6 hours of graduate-level course work (500-800 level) during a regular semester. Summer graduate assistants must enroll for at least 3 hours of graduate-level course work. A student in a masters degree program may hold an assistantship for a maximum of two years (including fall, spring, and summer), and a student admitted to a certificate program may hold an assistantship for two semesters. A student is eligible for a third year of assistantship support if she or he has completed all requirements for a masters degree, has graduated and is admitted to a second masters degree or a graduate certificate program. Also, a student in a doctoral program is eligible for a third year of assistantship support. Graduate assistants are not eligible to work at any other paid position at MSU during the time of their assistantship. Assistants must maintain a 3.00 GPA to continue eligibility.

Availability - Graduate assistantships are offered in both academic and administrative areas. Assistantships provided through academic departments typically involve either teaching or research responsibilities. Assistantships in administrative offices involve a variety of office-specific tasks.

Application - To apply for an assistantship, the student must submit an application directly to the department/office in which an assistantship is sought. It is important to check with the department/office before applying as there may be additional requirements such as letters of recommendation.

Procedures - Once you have been notified by the department or office that you are being offered an assistantship, you should wait to receive confirmation and additional information from the Graduate College. You will receive an award letter and an *Employment Appointment Form*. The *Employment Appointment Form* must be returned to the Graduate College in a timely manner in order to process your fee waiver and to ensure that your paycheck is not delayed.

**Academic Departments & Campus Offices that offer graduate assistantships
417 Area Code applies for all departments**

Departments:

Accountancy	836-5414	Health, PE and Recreation	836-5370
Agriculture	836-5638	History	836-5511
Art and Design	836-5110	Management	836-5415
Biology (majors only)	836-5126	Marketing & Quantity Analysis	836-5413
Biomedical Sciences	836-5603	Mathematics	836-5112
Chemistry	836-5506	Media, Journalism and Film	836-5218
Communication & Mass Media	836-5218	Music	836-5648
Communication Sciences & Disorders	836-5638	Nursing	836-5310
Computer Information Systems	836-4131	Physics, Astronomy & Material Science	836-5131
Defense and Strategic Studies	836-4137	Political Science	836-5630
Economics	836-5516	Psychology (major only)	836-5797
College of Education	836-5254	Religious Studies	836-5514
Educational Administration	836-5392	Secondary Education	836-6721
English	836-5107	Social Work	836-6953
Finance and General Business	836-5504	Sociology and Anthropology	836-5640
Fruit Science, Mt. Grove Campus	417-926-4105	Teacher Education	836-6769
Geography, Geology and Planning	836-5800	Technology	836-5121
Greenwood Lab School	836-5021	Theatre and Dance	836-5268
Guidance & Counseling	836-5449	University Colleges	836-5872

Offices:

Missouri State University Foundation	836-4143	Human Resources	836-5102
Academic Affairs	836-4589	Institutional Research	836-5274
Academic Athletic Assistant Program	836-6829	Learning Diagnostic Center	836-4787
Alumni Relations	836-5654	Library	836-4525
Assessment/Instructional Support	836-6300	Management Development Institute	836-5667
Business Advisement	836-5386	Men's Athletics	836-5244
Campus Recreation	836-5334	Multi-Cultural Student Services	836-6618
Career Services	836-5636	Ozarks Studies, Center for	836-5775
Continuing Education & the Extended University:		Project ACCESS	836-6755
- Computer Institute	836-6662	Publications	836-4142
- Distance Learning & Instructional Technology	836-6111	Residence Life and Services	836-5536
- English Language Institute	836-6540	Safety and Transportation	836-5509
- Health & Human Services	836-6533	Scientific Research, Center for	836-4743
Continuous Orientation	836-8343	Small Business Development Center	836-5685
Cooperative Education	836-4135	Sponsored Research	836-5972
Counseling & Testing Center	836-5116	Sports Information	836-5402
Dean of Students	836-5527	Student Activities/Greek Affairs	836-4386
Development Office	836-4143	Student Employment	836-5627
Disability Support Services	836-4192	Student Union	836-5886
Environmental Management	836-8334	TRIO Student Support Services	836-6220
Financial Aid	836-5262	University College	836-5872
Financial Services	836-5632	University Communications	836-6397
Graduate College	836-5335	Women's Athletics	836-5246
Hammons Student Center	836-5240	Writing Center	836-6398
Health Ed. & Wellness (Taylor)	836-4040		

APPLICATION FOR GRADUATE ASSISTANTSHIP

**Missouri State University
An Equal Opportunity Employer**

To the applicant: Please complete both sides of this Application and submit it to the Head of the Department in which you are applying for an assistantship.

Name

Date

Current Address

Permanent Address

City/State/Zip

City/State/Zip

Phone Number

Permanent Phone Number

Email Address

Social Security Number

EDUCATION (Please indicate Colleges and Universities attended):

Institution	Dates Attended	Area of Study	Degree/Date
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Graduate degree you are pursuing: _____

ACADEMIC RECORD

Undergraduate Cumulative GPA: _____

GPA on Last 60 hours of Course work: _____

Graduate Cumulative GPA: _____

Academic Honors, Memberships and Offices in Professional Organizations: _____

WORK EXPERIENCE

Position	Company	Dates of Employment	Duties
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REFERENCES

Name	Position/Title	Address and Phone Number
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I hereby authorize Missouri State University to contact additional individuals with respect to this application, except the following people who should NOT be contacted unless I become a finalist:

Person	Reason
1. _____	1. _____
2. _____	2. _____

ADDITIONAL INFORMATION (Please provide any additional information that you consider important to your employment as a Graduate Assistant).

Signature _____ Date _____

Missouri State University is a community of people with respect for diversity. The University emphasizes the dignity and equality common to all persons and adheres to a strict nondiscrimination policy regarding the treatment of individual faculty, staff, and students. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, disability, or veteran status in employment or in any program or activity offered or sponsored by the University. In addition, the University does not discriminate on any basis not related to the applicable educational requirements for students or the applicable job requirements for employees.

The University maintains a grievance procedure incorporating due process available to any person who believes he or she has been discriminated against. Missouri State University is an Equal Opportunity/Affirmative Action employer. Inquiries concerning the grievance procedure, Affirmative Action Plan, or compliance with federal and state laws and guidelines should be addressed to Jana Estergard, Equal Opportunity Officer, Sicheluff Hall 296, 901 South National, Springfield, Missouri 65804, (417) 836-4252.