

Graduate Assistantship Application | Department of Counseling and Human Development

POSITION DESCRIPTION

The Graduate Administrative Assistant (GA) assists his/her assigned faculty members and other program personnel on a limited basis with responsibilities such as research, teaching, and administrative work. GA's are allowed to take up to 15 credit hours per semester. Graduate assistants are not allowed to complete homework during scheduled office hours. Applications are due April 1 and awarded on a competitive basis for the following academic year.

ELIGIBILITY

To be eligible for an assistantship, students must:

- Be a graduate student in a departmental program (*i.e.* MS CHRD, MEd CHRD, MS HUSC- FCS, or MS HUSC-ADW)
- Have a minimum GPA of 2.75; or a 3.0 if an international student
- Maintain a 3.0 Plan of Study GPA
- Be enrolled in at least one credit of graduate work.

Additional eligibility requirements:

- Graduate assistants who have graduated in May are not eligible for assistantships the following summer unless they officially remain enrolled as a graduate student in good standing
- International graduate students receiving graduate assistantships must have sufficient English proficiency to perform the duties assigned. Ordinarily, this will be interpreted to mean successful scores on the TOEFL examination or completion of remediation for any deficiencies; however, it may also involve further assessment and observation by a department head relative to a classroom teaching role or an advisor relative to a research role

LENGTH OF APPOINTMENT

Assistantships are for one academic year; however, the assistantship may be extended contingent upon the GA's performance, availability, and department need.

COMPENSATION

A nine-month stipend and a tuition reduction on state-support courses equivalent to two-thirds of the in-state graduate rate. NOTE: courses taken at the University Center in Sioux Falls or online do not qualify for the tuition reduction.

Social security taxes (FICA) are not withheld if a student is: enrolled for at least 5 graduate credits during a spring or fall semester or 3 graduate credits during the summer; is actively pursuing an academic degree; and is regularly working less than 40 hours per week. Graduate Assistants do not accumulate sick leave and annual leave, nor do they qualify for health insurance or retirement benefits.

WORK SCHEDULE

Each GA is assigned to two faculty supervisors and required to work 10 hours per week (*five hours per faculty supervisor*). A work schedule will be determined each semester with the assigned faculty. GA's are expected to report for work during academic breaks, unless otherwise authorized by the department head.

EVALUATION

GA's will have their work performance evaluated twice during the academic year: the first in November and the second in May. Specific areas included in the evaluation are inclusiveness, stewardship, problem solving, decision-making, planning and organization, communication, quality improvement, leadership, teamwork, and service. In the event that an improvement plan is needed, the graduate assistant along with their faculty supervisors will cooperatively complete the plan. The department reserves the right to relieve a GA from their position.

HOW TO APPLY

To apply, please drop off, mail, scan and email, or fax the following documents below by April 1st, 2015:

1. Graduate Assistantship Application
2. Resume
3. Unofficial Transcript

Department of Counseling and Human Development
South Dakota State University
Box 507 Wenona Hall 312
Brookings, SD 57007-0095
Phone: (605) 688-4190
Fax: (605) 688-5929
Email: Sdsu.chd@sdsu.edu

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Date _____

PERSONAL INFORMATION

Name _____ Email Address _____

Mailing Address _____ Preferred Phone Number _____

City _____ State _____ Zip _____ Social Security Number _____

STUDENT STATUS

Are you a currently a student in a CHD program? Yes No I am applying for admission

What is or will be your specialization(s) _____

What is your current GPA? _____ (please attach a copy of your most recent unofficial transcript)

When do you expect to graduate? Summer _____ Fall _____ Spring _____

AVAILABILITY

What semester would you be available to begin the assistantship? Summer _____ Fall _____ Spring _____

Are you currently employed at South Dakota State University? No Yes, _____

Have you ever been employed by South Dakota State University? No Yes, _____

Are you employed off-campus? No Yes, _____ How many hours per week? _____

Do you currently have an assistantship with another department or office? No Yes, _____

Have you applied for another assistantship with another department or office? No Yes, _____

GA's may be required to work for special departmental activities and events. If needed, would you be willing to work outside of normal office hours (8:00am–5:00pm)? Yes No

Would you be interested in presenting/doing poster sessions at state and national conferences? Yes No

KNOWLEDGE, SKILLS, AND ABILITIES

Do you know how to search the Briggs Library online? Yes No

Check the following office machines you know how to operate: Computer Typewriter Copier Fax Machine

Check the following Microsoft programs that you are proficient: Word Excel Outlook Other _____

Describe your organizational skills:

What is your idea of effective time management?

Please list any academic honors you have received, including scholarships, fellowships, and prizes; honorary scholastic societies to which you have been elected. Please identify titles that are not self-explanatory.