



2007-08 GRADUATE ASSISTANTSHIP APPLICATION

Overview of Appointment

Graduate Assistantships are available to *new* graduate students admitted to a degree program for 2007-08.

- Position responsibilities may include working in one of the university's offices or assisting a faculty member with research. Specific position responsibilities are outlined for each position.
- Positions are available for *full-time graduate students* enrolled in at least 8 credits per quarter.
- Positions are available for 3-4 quarters per academic year, as specified. Students must be enrolled during all quarters of appointment.
- Graduate assistants must maintain satisfactory academic progress and enrollment status.
- Graduate assistants are not covered by university employee benefits such as insurance, vacation, sick leave or retirement plans.
- Assistantships may be renewed for a second school year based upon performance.

Application Deadlines

All application materials must be submitted by the Graduate Assistantship (GA) application deadline to be given priority consideration. Applications completed after the priority deadline will be reviewed if positions remain available.

- **Summer Quarter 2007 – July 1, 2007**
- **Fall Quarter 2007 – August 15, 2007**
- **Winter Quarter 2008 - Nov. 15, 2007**
- **Spring Quarter 2008 – March 15, 2008**

Application Process & Check List

To be considered for a Graduate Assistantship, please submit all of the following:

- Graduate Assistantship application form
- Resume – Submit a current resume that outlines your background, experience and skills.
- Statement of Interest – Submit a short, typewritten essay of 500 words or less that addresses your interest in pursuing a graduate assistantship. Please include experience relevant to the assistantship for which you are applying.
- Application to Degree Program – You must submit a complete application for admission to the Admissions Office by the appropriate GA application deadline. A complete application for admission includes all supporting documentation (transcripts, letters of recommendation, etc.).
- FAFSA application – Submit the 2007-08 FAFSA form at least 2 weeks prior to the GA application deadline; federal processing time is approximately 2-5 weeks. See details below.

Preference will be given to qualified candidates with financial need. However, applicants without financial need may still be considered.

Financial Aid Application Procedures

To be considered for a graduate assistantship, you must complete and submit the Free Application for Federal Student Aid (FAFSA). The 2007-08 FAFSA application is available online at www.fafsa.ed.gov

Graduate Assistantship Compensation

Graduate assistants with an appointment of 20 hours/week earn \$3,240 per quarter, while 10 hour/week appointments are paid approximately \$1,620 per quarter. Graduate assistants are paid bi-weekly at a rate of \$13.50 per hour.

General Requirements Following Appointment

Two employment forms must be completed within two weeks of appointment and prior to starting employment:

- INS I-9 form (Employment Eligibility Verification)
- W-4 form (Withholding tax authorization)

If you resign your assistantship during a quarter, you will be assessed for the balance due on your account. If you withdraw or take a leave of absence during a quarter of appointment, you must resign your position. Graduate assistants are covered under several Antioch University Seattle policies including the Student Handbook and the Human Resource Policy and Procedure Manual. Regulations and procedures outlined above are subject to review and, if necessary, to revisions without notice.

Please submit all application materials to:

Financial Aid
Attn: Graduate Assistantship Application
Antioch University Seattle
2326 Sixth Avenue
Seattle, WA 98121-1814

Qualified candidates will be selected for an interview. Candidates must be accepted for admission to a graduate degree program before an appointment is finalized. Graduate students accepted to a graduate certificate are not eligible.

Graduate Assistantship Opportunities

BA in Liberal Studies Program Office – Fall 2007

Position Summary: Engage in a variety of scholarship activities that contribute to your knowledge and meet the needs of the B.A. Completion Program.

Responsibilities: Literature searches for faculty to support course development; involvement in student outcomes assessment projects; involvement in data collection, compilation, and analysis for use by the BA Program; provide support to faculty research projects.

Qualifications: Strong writing skills; ability to coordinate a project through implementation and assessment; experience with computers required; experience in analyzing statistics preferred.

Position Available:

- **1 position available for a new student starting Fall Quarter 2007; 20 hours per week for Fall, Winter & Spring Quarters during 2007-08; may be renewed for Summer, Fall, Winter & Spring Quarters during 2007-08.**

Woman's Education Project – Fall 2007

Position Summary: Overall program management of the WEP program

Responsibilities: Overall program management of the WEP program including communicating with AUS community regarding WEP, it's mission, activities and success stories, budget oversight, fundraising– execution and coordination with University Relations, train new student volunteers each quarter, supervise students, volunteers and participants, act as liaison with university staff and faculty regarding issues that arise with use of the computer lab and facilities, co-facilitate with instructor the debrief with students (11:30-noon) each Thursday, quarterly evaluation of the project to ensure its vitality and continuation at AUS.

Qualifications: Student with a sincere interest in issues of poverty and social justice, excellent interpersonal, communication, coordination and organizational skills, ability to work Thursday mornings from 7am -noon, including week 11 of fall quarter and weeks 11, 12 and 13 of spring quarter, demonstrated counseling and crisis intervention skills a plus

Position Available:

- **1 position available for a new student starting Fall Quarter 2007; 10 hours per week for Fall, Winter & Spring Quarters during 2007-08; may be renewed for Summer, Fall, Winter & Spring Quarters during 2007-08.**

Center for Creative Change – Fall 2007 and Spring 2008

Position summary: Assist with program evaluation, program development, and faculty research.

Responsibilities: Contribute to the scholarship and pedagogy of the Center's programs. Some responsibilities may be adapted to meld Center's needs and your professional interests.

Qualifications: Strong interpersonal and writing skills. Experience with computers required. Preference given to students admitted to one of the degree programs in the Center for Creative Change.

Position Available:

- **1 position available for a new student starting Fall Quarter 2007; 20 hours per week for Fall, Winter & Spring Quarters during 2007-08; may be renewed for Summer, Fall, Winter & Spring Quarters during 2007-08.**
- **1 position available for new student starting Spring 2008; 20 hours per week for Spring 2008, may be renewed for Summer, Fall, Winter & Spring Quarters during 2008-09 and Summer and Fall Quarters 2009-10.**

Center for Graduate Programs in Psychology Faculty – Fall Quarter 2007

Position Summary: Engage in a variety of scholarship activities under the direction of a faculty member that contributes to the scholarship of the student, the faculty and the Center for Programs in Psychology.

Responsibilities: Specific duties vary depending on the faculty with whom you work.

Qualifications: Strong writing skills. Preference given to students admitted to one of the Psychology programs.

Position Available:

- **3 positions available for new student starting Fall Quarter 2007; 10 hours per week for Fall, Winter & Spring Quarters during 2007-08; may be renewed for Summer, Fall, Winter & Spring Quarters during 2007-08.**

Learning & Teaching Coop – Summer 2007

Position Summary: Serve as a writing tutor in the Learning and Teaching Cooperative. Assist with coordination, workshops and other responsibilities.

Responsibilities: Assist faculty coordinator with administration of the center. Provide one-on-one tutoring services.

Qualifications: Strong interpersonal, organizational and writing skills. Preference given to those with related experience in tutoring, student services, training or education.

Position Available:

- **1 position available for a new student starting Summer Quarter 2007; 10 hours per week for Summer, Fall, Winter & Spring Quarters during 2007-08; may be renewed for Summer, Fall, Winter & Spring Quarters during 2008-09.**
- **1 position available for a new student starting Summer 2007; 20 hours per week for Summer, Fall, Winter & Spring Quarters during 2007-08; may be renewed for Summer, Fall, Winter & Spring Quarters during 2008-09.**

Center for Native American Educational Advancement – Fall Quarter 2007

Position Summary: Provide administrative, organizational, and research assistance to the staff at the Center for Native American Educational Advancement (CNAEA). CNAEA manages two groundbreaking initiatives: the Early College Consortium for Native Youth (ECCNY), and A New Path- Intergenerational Indigenous Higher Education.

Responsibilities: Provides administrative support for five staff. Provide research assistance in state and national educational policy, community engagement among Native American communities and secondary and post-secondary schools, curriculum development, literacy intervention, and adult education.

Qualifications: Strong organizational, administrative and computer skills. Strong interpersonal and writing skills and media experience desired. Ability to work independently. Familiarity or prior work with Native American communities is preferred.

Position Available:

- **1 position available for a new student starting Fall Quarter 2007; 20 hours per week for Fall, Winter & Spring Quarters during 2007-08; may be renewed for Summer, Fall, Winter & Spring Quarters during 2008-09.**

Library – Summer 2007

Position Summary: Assist the Director of Library Services in providing ongoing reference, training and technical support to students, faculty and staff.

Responsibilities: Assist students in accessing reference materials for research projects. Teach students how to utilize online databases through one-on-one and small group training sessions. Aid faculty in conducting research queries.

Qualifications: Strong interpersonal and computer skills. Library experience preferred.

Position Available:

- **1 position available for new student starting Summer Quarter; 20 hours per week for Summer, Fall, Winter & Spring Quarters; may be renewed for Summer, Fall, Winter & Spring Quarters 2007-08.**

Outcomes Assessment – Fall 2007 Position

Position Summary: Provides support to the faculty coordinator for outcomes assessment.

Responsibilities: Provides support to and serves as a member of the Outcome Assessment Committee. The work of the Outcome Assessment Committee includes: 1) facilitate review and evaluation of student learning and administrative outcomes through reviewing existing assessment practices and measures; 2) share results across campus; and 3) recommend policies and review mechanisms for assessment activities. Work on campus wide initiatives such as exit interviews and alumni surveys. This could include involvement in design, data collection and analysis, and write-up and dissemination of results.

Qualifications: Strong writing skills and coursework in research. Experience in research preferred.

Positions Available:

- **1 position available for new student starting Fall Quarter 2007; 10 hours per week for Fall, Winter & Spring Quarters during 2007-08; may be renewed for Summer, Fall, Winter & Spring Quarters 2008-09.**

Enrollment Services Office/Admissions Office – Fall 2007 Position

Position Summary: Engage in a variety of recruitment and outreach activities with Admissions Advisers, program directors and faculty. Aid the Dean of Student & Enrollment Services in assessing ongoing initiatives, using input from the faculty, students and administrators.

Responsibilities: Assist Admissions Office with recruitment activities. Attend and coordinate various outreach and campus visit programs with Admissions staff.

Qualifications: Strong interpersonal, presentation, writing and skills preferred. Preference given to students with related experience.

Position Available:

- **1 position available for a new student starting Fall Quarter 2007; 10 hours per week for Fall, Winter & Spring Quarters during 2007-08; may be renewed for Summer, Fall, Winter & Spring Quarters during 2008-09 and again for Summer Quarter 2008.**

Institutional Research – Fall 2007 Position

Position Summary: Assist Coordinator of Institutional Research and Director of Enrollment Services with compilation and assessment of university data related to student enrollment, graduation and attrition.

Responsibilities: Compile data for quarterly reports. Assess related data sets. Assist with assessment of quantitative and qualitative data.

Qualifications: Strong writing skills; ability to coordinate a project through implementation and assessment; experience with computers required; experience in analyzing statistics preferred.

- **1 position available for a new student starting Fall Quarter 2007; 10 hours per week for Fall, Winter & Spring Quarters during 2007-08; may be renewed for Summer, Fall, Winter & Spring Quarters during 2008-09 and again for Summer Quarter 2008.**

GRADUATE ASSISTANTSHIP APPLICATION

2007-2008

Name _____

Mailing Address _____

City _____ State _____ Zip _____

Phone Number _____ E-mail Address _____

Graduate degree to which you have applied: _____

Specify your application status: Applied Admitted

Please indicate the graduate assistantship(s) for which you are applying.

To the best of my knowledge, I certify the information provided in this application is correct and I understand and accept the provisions of the assistantship as described on this form.

Applicant Signature

Date

Questions regarding the graduate assistantship application process should be directed to the Financial Aid Office at (206) 268-4010 or financialaid@antiochseattle.edu.

Antioch University provides equal opportunity for all qualified applicants and does not discriminate on the basis of race, color, sex, ancestry, religion, national origin, sexual orientation, family status or disability.

This publication is also available in alternative format upon request. Contact the coordinator for students with disabilities at (206) 268-4403 or TDD (206) 728-5745.

FOR OFFICE USE ONLY

Applicant has demonstrated unmet financial need.

Initials

Date

Applicant has been admitted to Antioch University Seattle.

Initials

Date