



SDSU College of Education and Human Sciences

## Teaching, Learning, and Leadership Curriculum & Instruction and Educational Administration

### Graduate Assistantship Application

#### Position Description

Graduate assistantships require individuals to assist faculty member and other program personnel on a limited basis with responsibilities such as research, teaching, and administrative work. Appointments are for one academic year and may be renewed; students are allowed to take up to 15 credit hours per semester. Graduate assistants are not allowed to complete homework during scheduled office hours. Awarding of assistantships is on a competitive basis.

*Duties:* The priority of tasks performed by graduate assistants are as follows: complete assignment from faculty supervisor(s) as defined as “high priority” and complete assignments from other departmental faculty or the department secretary as defined as “high priority.”

*Work Schedule:* This assistantship requires a commitment of 20 percent time, which equals 8-10 hours per week from Monday–Friday between 8:00 AM – 5:00 PM.

*Qualifications:* Candidates must be qualified for unconditional admission to Graduate School at South Dakota State University with effective written and verbal skills.

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

*Performance:* Graduate Assistants are expected to be punctual in their work performance. Performance areas include problem solving, decision making, planning and organization, communication, quality improvement, leadership, teamwork, and service. The Teaching, Learning, and Leadership Department reserves the right to relieve a graduate assistant from his or her position.

**Application materials are due April 1 to apply for the upcoming academic year (*the academic year begins in the Fall*). The following documents must be received by the April 1 deadline:**

1. A letter of application
2. Resume
3. Graduate Assistantship Application
4. A copy of your current transcript

Mail all to: Teaching, Learning, and Leadership Department  
Graduate Assistant Applications  
South Dakota State University  
Box 507 Wenona Hall 108  
Brookings, SD 57007-0095

South Dakota State University offers all education programs, materials, and services to all people without regard to age, color, handicap, religion sex or nation origin, and is an Affirmative Action Equal Employer (Male/Female). Proof of eligibility for employment is required by the Immigration Reform and Control Act of 1986.

## Graduate Assistantship Application: Supporting Information

A. Are you currently a graduate student at SDSU?  No  Yes

1. If yes, what is your specialization and when do you plan to graduate?

a. \_\_\_\_\_  
Specialization:

b. \_\_\_\_\_  
Anticipated graduation date: \_\_\_\_\_

2. \_\_\_\_\_

If no, what semester/year and academic program are you applying?

a. \_\_\_\_\_  
Semester/Year:

b. \_\_\_\_\_  
Academic Program:

B. Do you have a graduate assistantship with another department?  No  Yes

1. \_\_\_\_\_  
If yes, where? \_\_\_\_\_

C. Have you or do you plan to apply for a graduate assistantship in another department on campus?

No  Yes

1. \_\_\_\_\_  
If yes, where? \_\_\_\_\_

D. What is your work availability?

1. Semester you are available to begin:  Fall  Spring

2. Days you are available to work:  Monday  Tuesday  Wednesday  Thursday  Friday

3. \_\_\_\_\_  
Shifts you are available to work:  Morning (8:00 AM–Noon)  Afternoon (Noon–5:00 PM)

SDSU College of Education and Human Sciences  
**Graduate Assistantship Application for Position**

Desired Position: \_\_\_\_\_ Date of Application: \_\_\_\_\_

**Contact Information**

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Current Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Do you have the legal right to live and work in the U.S.A.?  Yes  No

When will you be eligible for employment?  Immediately  Other (please explain):

\_\_\_\_\_  
 \_\_\_\_\_

**Education**

Name and Location of High School(s)	Dates Attended	Major and Minor Fields <i>(Include quarter or semester hours in each)</i>	Degree/Certificate	Date Conferred
Name and Location of College or University <i>(please describe undergraduate and graduate work to date. Attach additional sheets if necessary).</i>				

**List 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.**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Work Experience**

Name and Location of Organization	Position Title	Start Date	End Date	Salary

**Personal References: Please list three individuals not related to you as references that know of your skills and qualifications for this position:**

Name	Title/Position	City/State	Phone Number

**Please give any other information that may help determine your qualifications for the position (i.e., writing, independent study, job related interests, abilities, knowledge, skills, etc.)**

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**Signature**

By signing this application you are certifying that the information is true, correct and complete to the best of your knowledge and belief. You are authorizing investigation of all statements you have made. Misrepresentation, falsification or omission of facts called for in this application is cause for cancellation of this application or termination of employment.

South Dakota State University offers all benefits, educational programs, materials, and services to all persons without regard for age, ancestry, color, race, citizenship, religion, creed, gender, sexual preference or national origin and is an Affirmative Action/Equal Opportunity Employer.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

# Personal History Statement

Please type or print (in ink) all entries including Affirmative Action/Equal Employment Opportunity information. Add additional pages as needed.

**I. Campus Data (to be completed by department)**

Campus Mailing Address: \_\_\_\_\_

Office Address: \_\_\_\_\_

Office Phone Number: \_\_\_\_\_

**II. Personal Data (to be completed by employee)**

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Current Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

**III. Education**

Please list all college degrees attained below:

Name of College	Address/City/State <i>(country if not USA)</i>	Major/Minor	Degree/Certificate	Date Conferred

**IV. Affirmative Action/Equal Employment Opportunity Information (Department: Please detach and forward to Personnel via campus mail).**

Information requested in this section will **ONLY** be used for statistical and/or affirmative action purposes and will be treated as confidential.

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Citizenship:       Native Born                       Resident Alien (*admitted for permanent residence, "Green Card"*)  
                           Naturalized                               Non-Resident Alien (*not admitted for permanent residence*)

Place of Birth: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Sex:     Female     Male

Ethnic Group:

- White
- American Indian or Alaska Native
- Black or African American
- Asian
- Hispanic/Latino of any race
- Native Hawaiian or other Pacific Islander
- Two or more races
- Race/Ethnicity Unknown

**V. Military Record**

Date Enlisted: \_\_\_\_\_ Rank: \_\_\_\_\_

Date Discharged: \_\_\_\_\_ Rank: \_\_\_\_\_

Branch: \_\_\_\_\_

**Submission of handicap information is voluntary; refusal to provide it will not subject you to adverse treatment.**

Are you a Disabled veteran?  Yes  No

SDSU is required by the Rehabilitation Act of 1973 to take affirmative action to employ handicapped individuals. If you have a handicap and wish to be considered under this affirmative action program, please check here:  Yes, I have a physical or mental handicap (limitation)

**VI. Prior Work Experience with the State of South Dakota**

Have you been previously employed by the State of South Dakota?  No  Yes

If 'Yes', please list any other names you have used under this social security number to facilitate consolidation of your employment records below:

**Please list past employment with the State of South Dakota** in order to assure credit for longevity and leave accrual (*attach additional sheets if needed*):

Department	Location	Job Title	Full-Time or Part-Time ( <i>indicate one</i> )	Begin and End Date (mm/dd/yyyy to mm/dd/yyyy)

**VII. Signature**

Please sign and date this form indicating that the information listed above is complete and accurate to the best of your knowledge:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**In case of an emergency, please notify:**

Name: \_\_\_\_\_ Phone Number \_\_\_\_\_

Address: \_\_\_\_\_