Ohio University Master of Social Work Program

Graduate, Teaching, & Research Assistant Application & Instructions

Students who have assistantships generally fulfill academic responsibilities and serve as prescribed by the school, department, or administrative office. There are three types of assistantships:

**Teaching Assistantships (TA)**This designation is used for students receiving stipend support when 50% or more of the duties are directly related to the teaching mission of the department or school. All Teaching Assistants must meet oral English proficiency requirements as outlined by the Graduate College.

**Graduate Assistantships (GA)**This designation is used for students receiving stipend support with 50% or more of the duties are primarily administrative in character and/or their duties are not directly related to either the instructional or research mission of the university, but to professional training.

**Research Assistantships (RA)**This designation is used for students receiving stipend support when 50% or more of their duties are directly related to research or creative activities.

The assistantship provides a stipend for services as prescribed by the individual school or department and requires a minimum academic course load of 12 graduate credits a semester for both fall and spring.  In addition to the stipend, the assistantship also provides a tuition waiver for each semester of service.

Students are not permitted to hold more than one graduate assistantship at a time. Also, please note that students are not permitted to hold outside employment during the time they are serving as a graduate assistant.

In the Social Work Program, assistantships are only awarded to students who have an undergraduate GPA of 3.25 or higher. GA’s whose graduate GPA falls below a 3.0 will lose their assistantship to enable them to more fully focus on their studies. Graduate assistants are expected to work 15 hours per week with the faculty or staff member to whom they are assigned. Hours must be logged and signed off by the supervising faculty or staff member.

The following factors are taken into consideration when selecting graduate assistants from the applications received:

1. You must be a full-time student enrolled in either the foundation or advanced years of the program.
2. Your ability to contribute to the work of the program, based upon your skills and the needs of the program.
3. Your ability to provide the time necessary to complete your assignment (15 hours per week).
4. The overall strength and clarity of your application and resume.

**International Students**: Please note that funding received from this award will not be considered “full funding” for I-20 purposes.

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Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year in the MSW Program: \_\_\_\_\_\_ Foundation \_\_\_\_\_\_ Advanced Undergrad GPA\_\_\_\_\_\_\_\_\_

Please rate your skills below from having very low ability to having very high ability.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Skill | Very Low Ability | Some Ability | Average Ability | Above Average Ability | High Ability | Unsure |
| Microsoft Word |  |  |  |  |  |  |
| Microsoft Excel |  |  |  |  |  |  |
| Microsoft PowerPoint |  |  |  |  |  |  |
| SPSS |  |  |  |  |  |  |
| Organizational Skills |  |  |  |  |  |  |
| Manage Time Effectively |  |  |  |  |  |  |
| Library/Database Research  |  |  |  |  |  |  |
| Writing/Editing/Proofreading |  |  |  |  |  |  |
| Detail Oriented |  |  |  |  |  |  |
| Data Entry |  |  |  |  |  |  |
| Meet Deadlines |  |  |  |  |  |  |
| Communicate Effectively |  |  |  |  |  |  |
| Presentation Skills |  |  |  |  |  |  |
| Social Media |  |  |  |  |  |  |

**Please include a statement of no more than two pages** describing your specific experience with the skills noted above and any additional skills and/or qualifications you would bring to your assistantship duties. Additionally, please note if there is any area of course work that you feel you are particularly strong in.

For full consideration, this form must be submitted by the January 14th prior to the academic year for which a graduate assistantship is being requested.