OFFICE OF GRADUATE STUDIES

GRADUATE ASSISTANT POSITION REQUEST FORM

The purpose of this application is to provide academic units with an opportunity to request or renew graduate assistant positions funded by the Office of Graduate Studies. Requests will be evaluated and allocated based on the following criteria:

- Meets graduate program needs, including current teaching/research needs and departmental plans that promote future graduate program growth and program enhancement.

- Connects the requested graduate assistant responsibilities and duties to the missions of the academic unit, Office of Graduate Studies, and the University of Nebraska at Kearney.

- Provides professional development opportunities for the graduate assistant.

- The request must demonstrate that the requested position is in the best interest of the graduate student.

- Outlines a plan for the mentoring and supervision of the graduate assistant.

- The academic unit is able to fill the position with a qualified applicant.

- The department has a persistent record of graduating students who have received graduate assistant positions.

Preference will be given to opportunities that plan to utilize a graduate assistant in research/teaching capacities. Requests for graduate assistants with administrative duties will be considered.

Submit all graduate assistant requests to the Office of Graduate Studies by **March 5, 2021**. Graduate assistant positions should not be advertised or posted until awarded by the Office of Graduate Studies. After positions are approved, an appointment form will need to be completed and submitted to Janna Shanno (shannojj@unk.edu).

Questions:
Mark R. Ellis, Ph.D.  Dean of Graduate Studies  ellismr@unk.edu
Matthew R. Bice, Ph.D.  Associate Dean of Graduate Studies  bicemr@unk.edu
GRADUATE ASSISTANT POSITION REQUEST FORM

Date: _____________________________

College/Office: _______________________  Department: ______________________________

Graduate Program: ________________________  Graduate Program Enrollment: ________

Requested Length of Appointment (if other than 2 years): ___________________________

GA Position:  □ New  □ Renewal

GA Status:  □ Full time  □ Part time

GA Type:  □ Research  □ Teaching  Other ______________________________

*Graduate Assistants must be degree-seeking students

Please respond to the items below in full detail using the aforementioned criteria. Responses to items below should be submitted as an attached document to the completed request form. If requesting multiple positions, an application should be completed for each position.

I. Outline the duties of the graduate assistant

II. Describe how the graduate assistant assignments will connect the requested responsibilities and duties to the mission of the academic unit, Office of Graduate Studies, and University of Nebraska at Kearney.

III. Describe how the graduate assistant will assist in meeting the current departmental needs and future departmental plans.

IV. Outline a purposeful professional development plan for the graduate assistant.

________________________________________________________
Approval:

____________________________________  ______________________
Graduate Program Chair  Date  Department Chair/Program Chair  Date

_________________________________________
Dean of Graduate Studies  Date