



Graduate Assistant APPLICATION

Graduate Assistants must be admitted to the College of Graduate Studies as Degree-seeking students
Graduate Assistants must register for at least nine hours a semester of the assistantship
Students must have a 3.0 grade point average and remain in good academic standing
Tuition grant recipients must maintain a minimum 3.0 and remain in good academic standing
Recipients must register for 1-10 hours of credit, depending on weekly service hours required

I am applying for:

- Tuition Grant
- Graduate Assistantship

Program you are enrolled _____

Expected date of graduation _____

Contact Information:

Name _____

Student ID _____

Phone _____

Email _____

US Citizen: Yes No

Citizen of _____

Visa Type _____

Undergraduate Institutions Attended:

Name of Institution _____

Year Graduated _____

Major _____

Degree _____

Undergraduate GPA _____

Graduate Institutions Attended:

Name of Institution _____

Year Graduated _____

Major _____

Degree or Credits Earned _____

Graduate GPA _____

Please include a resume and two letters of recommendation with the application.

Send completed applications to:
Cleveland State University
Levin College of Public Affairs & Education
2121 Euclid Avenue, JH 170 Cleveland, Ohio 44115 Attn: Erica Miller Arpajian
OR

Email one PDF with all documents:
e.l.miller@csuohio.edu

Incomplete applications will not be reviewed

APPLICATION PROCESS

Your application and resume will be distributed to the appropriate departments. Should your qualifications match a current opening in one of the departments, you will be contacted by that department. **All applications will stay on file for two semesters.**

TERMS OF THE ASSISTANSHIP

Assistantships are awarded only to students with superior academic records and who qualify at the time of their enrollment as regular graduate students as defined in the CSU Graduate Catalog. Students must have an undergraduate grade point average of at least 3.00, a graduate grade point average of at least 3.00 (where applicable), to qualify for, and to retain an assistantship.

Both full-time and half-time Graduate Assistants must register for a minimum of 9 or 12 credit hours at, or above, the 500-level during the contract period for the semesters specified. Exceptions to the minimum registration requirement require the written approval of the Graduate Dean. In general, doctoral-level Graduate Assistants register for 12 credit hours after reaching the dissertation stage in their program of study.

Students may be retained as Graduate Assistants as long as they currently are registered for the appropriate number of credit hours, have earned less than a total of 173 hours of graduate credit, are in good academic standing (cumulative graduate GPA of a least 3.0), are performing their duties to the satisfaction of the units in which they hold the appointment, and are making acceptable progress toward the completion of their graduate degree programs. The number of semesters that a student may be retained as a Graduate Assistant is determined by the unit sponsoring the assistantship; however, normally master's degree students do not receive more than six semesters of assistantship support while doctoral students normally receive a maximum of twelve semesters of assistantship support including all assistantship support received as a master's degree student within any Cleveland State University program(s).

FREQUENTLY ASKED QUESTIONS

What types of GA positions are available in the Levin College of Public Affairs & Education?

There are two types of graduate assistantships for Master's candidates: Departmental GA's and Research GA's.

- Departmental GA's work in the College of Public Affairs & Education Departments/Programs. This type of GA performs office administrative work for the department/program. Departmental GA's are usually (but not in all cases) hired before the fall semester and stay for the entire year, and in some cases for the duration of their Master's program (approx. two years).
- Research GA's perform work for faculty member(s) relating to their area of research and is usually research conducted through a received grant. Research GA's are hired when a grant is funded, and the faculty member who was awarded the grant has included funding in the budget of the grant for the hiring of a GA. Usually (but not in all cases), Faculty members are looking for Master's students who are enrolled in the Levin College of Public Affairs & Education and are conducting research in their same discipline. If you are not enrolled in a LCPAE Master's program, this type of GA position is more difficult to receive.

Where does my GA Application go after I have submitted it?

Your GA application is submitted to the Administrative Coordinator who will enter your application into a database of which all faculty and department chairs have access. Should your qualifications match a current opening in one of the departments, you will be contacted by that department

How long is my application good for?

All GA applications are active for two semesters.