

Wright State University  
College of Education and Human Services  
Graduate Assistantships

**Hiring Process:** Available assistantships are advertised via Handshake, the University's Career Services' job posting website. Applications will be available via Handshake as well as the College. Faculty will review the applications we have on file and select candidates for interviews. After a calendar year, we remove applications from the pool.

Visit this website for job postings:

<https://www.wright.edu/student-success/career-services/handshake-login-guide>

**Program:** Graduate Assistantships are awarded through the School of Graduate Studies by individual departments and require students to spend a specified amount of time (minimum 20 hours/per week) assisting either in instruction, research, or academic support. Graduate Assistants are required by the graduate school to register for a minimum of six hours of graduate credit per quarter.

**Awards:** The criteria for awarding the Graduate Assistantship will be based on admission to the School of Graduate Studies and the specific needs of each department. A Graduate Assistantship is only awarded to degree seeking students. Financial need is not a criterion for selection of Graduate Assistants.

**Tuition Waiver:** Graduate Assistants will receive a tuition fee waiver for the academic year in which they are awarded the assistantship. A stipend for each month is also awarded. Contact the College's Business Manager to learn the current stipend amount – 937-775-2635.

**Application:** Applicants are required to submit a Graduate Assistantship Application and two Letter of Recommendation forms completed by a faculty member and/or former employer, which can attest to the applicant's abilities as both a student as well as an employee. Resumes, written letters of recommendation and any other information that would attest to the applicant's ability to succeed as a graduate student as well as a Graduate Assistant may be included in the file.

**Application Mailing Address:**

Wright State University  
CEHS Office of Graduate Programs  
415 Allyn Hall  
3640 Colonel Glenn Hwy  
Dayton, OH 45435-0001



# Graduate Assistantship Application

Return to:  
Wright State University  
CEHS Office of Graduate Programs  
415 Allyn Hall  
3640 Colonel Glenn Hwy.  
Dayton, OH 45435-0001

Please type or print.

Application for an assistantship in the department of \_\_\_\_\_ Effective term and year \_\_\_\_\_

Last name \_\_\_\_\_ First \_\_\_\_\_ Middle/Maiden \_\_\_\_\_ UID number \_\_\_\_\_

Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Area Code/Phone number \_\_\_\_\_

Education: College/University \_\_\_\_\_ Dates attended (from/to) \_\_\_\_\_ Degree \_\_\_\_\_ Date Awarded \_\_\_\_\_ Major \_\_\_\_\_

Undergraduate GPA \_\_\_\_\_ GMAT \_\_\_\_\_ GRE \_\_\_\_\_ MAT \_\_\_\_\_ TOEFL \_\_\_\_\_ SPEAK \_\_\_\_\_  
If you have completed one or more of the above tests, please fill in test score (s).

List names and positions of two persons whose recommendations have been requested. Recommendations should come from persons acquainted with your academic background. This application must be accompanied by your statement regarding the purpose of your graduate study and your professional goals (see back of page).

Name \_\_\_\_\_

Position \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Position \_\_\_\_\_

**STUDENT** – do not write below this line – Department please complete the following:

Recommendation: Assistantship should be: granted \_\_\_\_\_ not granted \_\_\_\_\_

Beginning Date of Assistantship: \_\_\_\_\_ ending date \_\_\_\_\_

\_\_\_\_\_ Graduate Assistant \_\_\_\_\_ Graduate Teaching Assistant \_\_\_\_\_ Graduate Research Assistant

Account or grant number to which stipend is to be charged \_\_\_\_\_

NOTE: If stipend is to be charged to a grant or contract number, then tuition remission will also be charged to that grant or contract number.

Total stipend to be paid \$ \_\_\_\_\_ Quarterly paid \$ \_\_\_\_\_ Monthly stipend \$ \_\_\_\_\_

Special conditions \_\_\_\_\_

Department Chair/Director \_\_\_\_\_

College/School Dean \_\_\_\_\_

**Do not write below this line.**

Date received \_\_\_\_\_ Incomplete \_\_\_\_\_ x \_\_\_\_\_  
Dean, School of Graduate Studies

Initials \_\_\_\_\_ DRtd \_\_\_\_\_

DRcvd \_\_\_\_\_ Comments \_\_\_\_\_

**Statement of Objectives**

This statement is used exclusively for your assistantship application. Please state the purpose of your graduate study and professional goals. In addition, include a description of any publications, research, or teaching experience you have completed.

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Signature and Date





**Letter of Recommendation**  
Graduate Assistantship Application

\_\_\_\_\_  
Last name                                      First                                      Middle/Maiden                                      UID number

\_\_\_\_\_  
Street Address                                      City                                      State/Zip code                                      Area code/Phone number

Has applied for a graduate assistantship in the Department of \_\_\_\_\_

I waive the rights of access to the contents of this letter.       Yes       No

\_\_\_\_\_  
Signature

**The above is to be completed by the applicant**

1. Please briefly state in what capacity and the length of time you have known the above applicant.

\_\_\_\_\_

\_\_\_\_\_

2. How would you rank the applicant compared with others of the same academic level and experience in the following areas:

	Highest		Average		Lowest		Don't Know
	10%	20%	40%	20%	10%		
Intellectual Independence							
Capacity for analytical thinking							
Ability to work with others							
Ability to organize & express ideas clearly (orally & written)							
Initiative & enthusiasm							

3. What is your evaluation of the applicant's overall ability and motivation to succeed in graduate studies?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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Wright State University  
415 Allyn Hall  
3640 Colonel Glenn Hwy.  
Dayton, OH 45435-0001