

GRADUATE ASSISTANTSHIPS

General Job Description

Applicants selected as Graduate Assistants (GAs) will assume teaching or research responsibilities associated with the OTD program. GAs may have teaching assignments, assist with research projects or perform associated scholarly tasks. Whenever possible, assignments are aligned with the interests and skills of the GAs. Graduate Assistantships have the combined purpose of providing:

- meaningful learning experiences beyond the standard curriculum for students who serve as GAs;
- financial support for students who serve as GAs; and
- valuable assistance to the academic program to support faculty teaching and research.

To be eligible for a GA position, a student must be enrolled full time in the OTD program. Students who are selected to serve as GAs must maintain a minimum GPA of 3.5. Incoming OTD students may apply for the GA positions during the Spring semester of the first year in the program.

1. Applications will be accepted through **March 15th** (see application on pages 3 & 4).
2. Students who have been awarded a GA position will be notified by April 30th.
3. GAs will begin their assignments in the Summer Semester of year one, and continue into the Summer Semester of year two.
4. Students who have been awarded a GA position may be rehired in year two.
5. GA positions are paid on an hourly basis at the WNE Graduate Student pay rate.
6. GA time commitments range from 5 hours per week to 15 hours per week.

Examples of Graduate Assistant Duties

Research

- conducting literature reviews
- interacting with library staff
- researching project designs
- collecting data for the IRB process
- identifying funding sources
- collecting data
- analyzing data
- preparing manuscripts
- preparing presentation materials
- conducting other administrative tasks associated with research

Teaching

- preparing class materials
- conducting research related to course development
- researching and selecting course materials
- coordinating with the library for course instruction and resources
- developing assignments and assessments (tests, papers, projects etc.)
- proctoring open labs
- developing grading rubrics
- providing group or individual tutoring sessions

University Community/External Community Service

- identifying potential university and/or community partners
- initiating and maintain communication with partners via phone, email, written communication
- developing newsletter(s) and other mass communication tools to benefit collaborative ventures
- developing community guides for students (i.e. locations of community partners, contact information, services provided, etc.)
- organizing, publicizing and providing support for meetings, visits, service activities and collaborations

Application for Graduate Assistantship

Name: _____ E-mail: _____

Phone #: _____ Student ID _____

Mailing Address during academic year:

City: _____ State: _____ Zip Code: _____

Spring Semester, 20 _____

Please circle rating which most accurately describes your skill/experience in each area listed below (one rating per category). Needs Support (1); Moderate (2); Moderate/High (3); High (4); Exceptional (5)

Organizational Skills 1 2 3 4 5	Time Management Skills 1 2 3 4 5	Initiative 1 2 3 4 5	Computer Skills 1 2 3 4 5	Reading for Analysis Skills 1 2 3 4 5	Professional Writing Skills 1 2 3 4 5
Communication Skills 1 2 3 4 5	Public Speaking Ability 1 2 3 4 5	Internet Navigation Skills 1 2 3 4 5	Editing Skills 1 2 3 4 5	Library Search Skills 1 2 3 4 5	Research Skills 1 2 3 4 5
Interprofessional Skills 1 2 3 4 5	Ability to Collaborate 1 2 3 4 5	Statistical Analysis Skills 1 2 3 4 5	Ability to give constructive feedback 1 2 3 4 5	Ability to receive feedback 1 2 3 4 5	Flexibility 1 2 3 4 5

In addition to this application form, please provide the following:

- 1) A brief statement regarding your interest in and qualification for a Graduate Assistantship in the OTD program. Highlight the academic attributes, research/scholarship experience, technological skills and personal characteristics that you will bring to this role.
- 2) A current resume.

Please email this application and all documentation to Chair of the Division of Occupational Therapy **no later than March 15th**. Use the subject: Application for Graduate Assistantship

Applicants should be prepared to be interviewed for the GA positions, as part of the application process.