



# KEAN

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## GRADUATE ASSISTANTSHIP POSITION REQUEST Academic Year 2019-2020

Thank you for your interest in participating in the Graduate Assistantship program at Kean University. Several facets of the program have changed:

- Candidates for an assistantship must have a cumulative undergraduate GPA of 3.25 or better.
- Candidates must be accepted into a degree-granting program.
- Students must apply online for an assistantship at the time of application to Kean; no paper applications will be accepted.
- If a position is granted, the site supervisor will be able to view all available candidates through a web portal.
- Students are appointed for a full academic year. If there is funding for continuation of the assistantship through the summer, the Office of Human Resources will communicate the procedures.
- Students are required to work a minimum of 15 hours per week and no more than 20 hours a week when classes are in session in full-time G.A. positions. They are required to work 7.5-10 hours per week in half-time G.A. positions, and 3.75-5 hours per week in quarter-time G.A. positions. Tuition waiver depend on the level of the position.
- This form must be completed to request a renewal of current graduate assistants, as well as requests for new graduate assistants.
- Preference for Graduate Assistantships will be given to requests that have a research or teaching assignment included in the job responsibilities, or connected to a future professional career. The Graduate Assistantship program aims to positively impact a student's career and should augment their academic studies with practical experience.

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The following information must be filled out, signed, scanned and emailed to [ga@kean.edu](mailto:ga@kean.edu)  
**NO LATER THAN Feb. 15, 2019.**

**All fields are required. If requesting multiple graduate assistants for different activities, a separate form for each activity must be submitted.** If requesting multiple graduate assistants for the same activity, only one form is needed.

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### Contact information:

Dr. Christine W. Thorpe, Dean  
Nathan Weiss Graduate College  
East Campus 211-B  
[chthorpe@kean.edu](mailto:chthorpe@kean.edu)  
908-737-5902

Danielle Fishbein  
Nathan Weiss Graduate College  
East Campus 211-D  
[ga@kean.edu](mailto:ga@kean.edu)  
908-737-5903



**How many TOTAL positions are you requesting for the 2019-2020 academic year?**

*(This should include any graduate assistants you are recommending for reappointment AND can include new positions or a replacement of a student who is graduating)*

**Positions Requested:** \_\_\_\_\_ **Level of Positions**      Full    Half    Quarter

- 1. Please describe the key responsibilities of this position. Please note if this position is associated with a scholarly work, creative work, or other research project. Please also describe the responsibilities relative to the time-requirements for the G.A. level (15-20 hours per week for full G.A.s, 7.5-10 hours per week for half-time G.A.s, 3.75-5 hours per week for quarter-time G.A.s).**

**SPECIFIC RESPONSIBILITIES:**

- 2. How may a graduate assistant achieve personal and professional growth in this position?**

- 3. How is this position related to the University mission and Strategic Plan?**

Please attach any additional documentation that the selection committee should review when reviewing this request.



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### Approvals

\_\_\_\_ Recommended    \_\_\_\_ Not Recommended    \_\_\_\_ Recommended    \_\_\_\_ Not Recommended

**Cost Center Director/Executive Director**

**College Dean or Division Vice President**

\_\_\_\_\_  
Print Name

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Date

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Print Name

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Signature

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Date

*Please return this completed form to [ga@kean.edu](mailto:ga@kean.edu), Graduate Assistantship Program, East Campus,  
Room 211  
by **Feb. 15, 2019**. Forms completed after the deadline will be reviewed on a space-available basis.*