



KEAN

**GRADUATE ASSISTANTSHIP
POSITION REQUEST
Academic Year 2020-2021**

Thank you for your interest in participating in the Graduate Assistantship program at Kean University. Some facets of the program have recently changed. Please see below for new instructions and requirements.

Types of Assistantship:

- **Graduate Assistantship (GA):** General work duties/administrative work.
- **Graduate Teaching Assistant (GTA):** Assist faculty with teaching duties. Graduate teaching assistants may not be given full responsibility for the instruction of a class.
- **Graduate Research Assistant (GRA):** Assist faculty with research activities or grants.

Please see below some instructions and requirements:

- Candidates for an assistantship must have a cumulative undergraduate GPA of 3.25 or better or have a cumulative graduate GPA of 3.5 at Kean after completing at least 12 credits in their program or have a GRE score in the 70th percentile or higher.
- 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 an assistantship is allocated, the supervisor will be able to view all available candidates through a web portal shared by the Nathan Weiss Graduate College Dean's office.
- Students are appointed for a full academic year (*not including winter and summer sessions*).
- Assistantship Workload (*Tuition waiver depend on the level of the position allocated*)
 - Full-time G.A. positions - 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.
 - Half-time G.A. positions - Students are required to work 7.5-10 hours per week when classes are in session.
 - Quarter-time G.A. positions – Students are required to work 3.75-5 hours per week when classes are in session.



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- This form must be completed to request:
 - **Returning:** Students who had been previously granted an assistantship will be given preference to continue in the position for the next AY, as long as they meet credit requirements.
 - **Replacement:** Current student is graduating or not continuing in the position at the end of the current AY. Department/Supervisor must request the position to be reallocated to them for the next AY.
 - **New:** Department/Supervisor is requesting a brand new position to be allocated to them
- Each application will be evaluated by the selection committee on the following criteria:
 - Nature of work
 - Benefit to the student
 - Common tasks required for position
 - Knowledge, skills, and abilities
 - Problem solving and decision making skills required
 - Required professional interactions with Kean University community
 - Benefit to the faculty, department, college and university
 - Impact of position on department/office
 - Description of supervision provided to GA/GRA/GTA
 - Method of evaluation of student progress
- The Graduate Assistantship program must positively impact a student's career and should augment their academic studies with practical experience.

The application must be completed (all applicable fields), e-signed and emailed to ga@kean.edu **by the designated deadline mentioned in the email.** Email subject should read: **College. Dept. Requestor.** Example: NWGC. Dean's Office. XYZ

Contact information:

Danielle Fishbein
Nathan Weiss Graduate College
East Campus 211-D
ga@kean.edu
908 737 5903

Dr. Christine W. Thorpe,
Dean Nathan Weiss Graduate College
East Campus 211-B
chthorpe@kean.edu
908 737 5900



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Department/Office:

School/Division:

Requestor:

Kean Email:

Funding Source:

(if this is a grant-funded position, please attach evidence of funding with the application)

Cost Center: (example 11-xxxxx-5114):

- List any student(s) currently serving in a GA/GRA/GTA capacity and being recommended for reappointment.**

RETURNING

Graduate Assistant Name	Recommending Reappointment	Workload	Type	Credits remaining to graduate.
	Y <input type="checkbox"/> N <input type="checkbox"/>			
	Y <input type="checkbox"/> N <input type="checkbox"/>			
	Y <input type="checkbox"/> N <input type="checkbox"/>			
	Y <input type="checkbox"/> N <input type="checkbox"/>			
	Y <input type="checkbox"/> N <input type="checkbox"/>			
	Y <input type="checkbox"/> N <input type="checkbox"/>			
	Y <input type="checkbox"/> N <input type="checkbox"/>			
	Y <input type="checkbox"/> N <input type="checkbox"/>			



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2. List any current GA/GTA/GRA who will be graduating at the end of the current AY.

REPLACEMENT

Graduate Assistant Name	Graduating	Workload	Type
	Y <input type="checkbox"/> N <input type="checkbox"/>		
	Y <input type="checkbox"/> N <input type="checkbox"/>		
	Y <input type="checkbox"/> N <input type="checkbox"/>		

3. List NEW positions that are being requested for the 2020-2021 academic year.

Number of new positions Requested:

NEW

Workload	Type



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Please answer each questions. Attach any additional documentation that the selection committee should consider when reviewing this request.

- 1) For NEW or REPLACEMENT positions, please provide description of key responsibilities relative to the time-requirements for the workload (*15-20 hours per week for full, 7.5-10 hours per week for half-time, and 3.75-5 hours per week for quarter-time*). If you are requesting more than one assistantship, please provide the type of assistantship and description of each role.**



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



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3) How is this position related to the University mission and Strategic Plan?



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Additional comments by Dean/Divisional Vice President (optional):



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APPROVALS

Cost Center Director/Executive Director		College Dean or Divisional Vice President	
Recommended <input type="checkbox"/>	Not recommended <input type="checkbox"/>	Recommended <input type="checkbox"/>	Not recommended <input type="checkbox"/>
<hr/>	<hr/>	<hr/>	<hr/>
PRINT NAME	DATE	PRINT NAME	DATE
<hr/>	<hr/>	<hr/>	<hr/>
SIGNATURE	DATE	SIGNATURE	DATE

Please e-sign, date and email to ga@kean.edu