

GRADUATE ASSISTANTSHIP APPLICATION
SPECIAL EDUCATION
University of Nebraska-Lincoln

QUALIFICATIONS:

Any graduate student who is:

1. **Accepted** (unprovisionally) into the graduate program (M.A., M.Ed., Ed.S., Ph.D.) in Special Education.
2. **Registered as a full-time student** the semesters for which they request a graduate assistantship.
3. **Not student-teaching** or on another extended field experience during the semester for which they request a graduate assistantship.
4. **Capable of fulfilling the qualifications and duties** described in any of the job descriptions listed below.

SELECTION CRITERIA:

Priority will be given to applicants with:

1. High GPA
2. Positive written evaluation from a previous GA Supervisor, *if reapplying*
3. Competency in oral and written communication
4. Leadership experience/organizational skills
5. Clerical keyboarding and computer/software skills
6. Experience teaching in special education
7. Experience in school or clinical settings

APPLICATION:

Submit application to: Admissions Coordinator
 318 Barkley Memorial Center
 University of Nebraska-Lincoln
 Lincoln, Nebraska 68583-0738

by March 1 for the following academic year assignments. Students can apply for either the Fall or Spring semesters, or both.

Graduate Assistants wishing to continue their assignments, must reapply each year and attach positive evaluations from GA supervisors. Applications will be reviewed shortly after the closing dates, but will be accepted until all positions are appropriately filled. Final notification will be mailed to students by June 15.

BENEFITS:

Graduate Assistants are generally awarded a tuition waiver for each semester they are employed. In addition, a monthly stipend is awarded for the duration of their employment as a GA from August to May (no work is expected in the summer term). The actual amount of the stipend is determined each year on the basis of available budgets; since 2004, awards ranged from \$7500 – \$10,500 per academic year. Doctoral students in good standing are awarded higher amounts and will be assigned to their advisor (and one other faculty member) who will assure relevant research/teaching activity is a part of the GA's responsibilities.

Twelve credits of resident tuition are waived each semester if (a) the graduate assistantship is for a minimum of four continuous months, (b) the graduate assistantship is no less than 13 and no more than 19.5 hours/week, and (c) stipend is at least \$4,000 per semester (as of 2006). Graduate Assistants are provided with a desk in a shared office space with other GAs. The subsequent summer tuition (6 credits maximum) is waived if the graduate assistantship for the Fall and Spring semesters equals the minimum amount specified by the Office of Graduate Studies.

EXPECTATIONS:

Graduate Assistantships are part-time jobs awarded to qualified students to assist them with the financial responsibilities associated with full-time enrollment in graduate school. The GA will be assigned to a faculty member in the Special Education Unit and expected to work at least 13 hours a week. GAs are expected to register as a full-time student but not exceed 10 credits/semester. Students who receive graduate assistantships are not permitted to hold other employment unless such employment, in combination with their assistantship, does not exceed a total of 20 hours/week.

Work will begin the Monday prior to the start of classes each semester, and continue weekly (including Fall and Spring Break Weeks) through the full week after final exams. A schedule of specific work hours will be arranged each semester with the assigned faculty supervisor and with consideration given to the student's schedule of classes.

Students may not receive a graduate assistantship during the semester in which they student teach or complete required field experiences that take them off campus more than 1 day a week. These practicum assignments necessitate the student to be away from campus many hours and do not provide adequate opportunity to complete GA work assignments. No student will be eligible to receive an assistantship for more than 2 years for masters students or 3 years for doctoral students (six academic semesters).

JOB DESCRIPTIONS

The actual number of GA's hired each semester is determined by the availability of funds, needs of the department faculty, and qualifications of applicants. The Special Education Unit generally has need for GA's who can fulfill one or more of the qualifications and duties described below.

Research Assistant. Duties would include assisting with data collection possibly at an off-campus site, coding data, using a computer for data entry or coding, completing library searches, photocopying or collating needed research materials and references, proof-reading drafts of surveys, manuscripts, letters, and making phone calls to subjects or project collaborators. Assistants should have good verbal presentation skills and be able to dialogue effectively with adults.

Teaching Assistant. GAs assigned to assist with course preparation or delivery would generally need to have recent experience with teaching in the public schools. They must possess good skills in time management, organization of projects, and interpersonal communication. Responsibilities may include preparation of handouts and class materials, facilitating or supervising small group activities, co-instruction of course content, record keeping, proctoring exams, grading assignments, tutoring, contacting schools, supervising teachers, grading assignments and supervising class activities. GA's will need to be familiar with copying and fax machines and have adequate key boarding/typing skills for using computers for word processing tasks.

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DEADLINE: March 1

(Assistantships are awarded for the next 10-month academic year)

ASSISTANTSHIPS ARE NOT AVAILABLE DURING THE SEMESTER A STUDENT ENROLLS FOR STUDENT TEACHING OR AN EXTERNSHIP.

New Applicant GA reapplication (Please attach letters of recommendation from a previous faculty/supervisor)

Requesting assistantship for: Fall only Spring only Both Year 20__ - 20__ Nebraska Resident: Yes No

Name: _____ S.S. #: _____
(Last) (First) (MI)

Address: _____ Phone: _____
(Number & Street) (City) (State) (Zip)

Email: _____ Member of a minority group: Yes No

Have you been admitted to a degree program at UNL?

Yes _____ No _____
(Department/area of specialization) (Advisor's Name) (Submission date of departmental application)

What is your degree objective? M.A. M.Ed. Ed.S. Ed.D. Ph.D.

Undergraduate GPA: _____ Graduate GPA: _____ GRE Percentiles: _____
(Verbal) (Quantitative) (Writing)

How many total graduate credits on your program will you have completed at the end of the current term? _____

Do you have any "Incomplete" grades? No Yes, Course number(s) _____

Educational Experience: _____
(Degree) (College or University) (Major) (Date)

Recent Professional Experience: _____
(Title) (Agency) (Date)

Previous Teaching Experience: _____
(Title) (School/Institution) (Date)

