



## Weekend Degree Program - Graduate Assistantship Application

### IMPORTANT INFORMATION

Applicants must be unconditionally accepted into a degree seeking graduate program at Xavier University to be considered for a graduate assistantship. Assistantship applications from students not accepted to a degree program will not be eligible for consideration.

Working as a graduate assistant may affect other financial aid eligibility (i.e. Xavier grant, scholarship, or tuition discount). A student may receive more than one assistantship but contract hours may not exceed 20 hours per week. Students receiving full employee reimbursement and Xavier employees and their dependents are not eligible to apply.

Weekend Degree Graduate Assistants (GAs) assist instructors and the Weekend Degree Program in the delivery of materials and instruction. Weekend Degree GAs work a total of eight hours per week for eight weeks and must be available on Saturdays and Sundays. Compensation includes minimum wage and tuition remission. (Tuition remission corresponds with the number of credits of the Weekend Degree course, e.g. a three credit course offers three credits of graduate tuition remission and is applied to the same semester in which the assistantship occurs).

Responsibilities include:

- attend the faculty development workshop, pre-assignment session, and weekly Saturday class
- provide faculty support for instruction and evaluation
- conduct weekly tutoring sessions
- other duties as assigned by the department or instructor

**Students applying for Weekend Degree Graduate Assistantships must have relevant experience, an applicable undergraduate degree, or should be pursuing a graduate degree in the same area as the course they are applying for.**

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### Application Requirements

Submit ALL of the following materials to the specific department listed on the website:

- this application form
- current resume
- one-page essay stating your qualification
- name and phone numbers of two academic and/or professional references

**Applications received after the deadline and/or incomplete applications will not be considered.** It is the applicant's responsibility to make sure applications are complete.

**See next page for application form**

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## Personal Information:

Name \_\_\_\_\_ Student ID or Social Security # \_\_\_\_\_  
Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Daytime Phone (\_\_\_\_\_) \_\_\_\_\_ Evening Phone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

## Education Information:

Undergraduate degree \_\_\_\_\_  
Institution \_\_\_\_\_ Degree \_\_\_\_\_ Major \_\_\_\_\_ Graduation Date (mth/yr) \_\_\_\_\_  
Graduate Program \_\_\_\_\_ Expected Graduation Date \_\_\_\_\_

Please check the area in which you would like to be considered for an assistantship. You must fill out an application for each area of interest. You must have experience, an undergraduate degree, or currently be pursuing a graduate degree in the area you select. You will be considered for available positions in the area you indicate. **(PLEASE NOTE: Not all departments will offer courses each semester.)**

### Business

- Accounting
- Economics
- Finance
- Health Administration
- Human Resources
- Information Systems
- Management
- Marketing
- Statistics

### Sciences

- Astronomy
- Biology
- Chemistry
- Photography  
(Science Based)
- Physics

### Liberal Arts

- American Sign Language
- Communication Arts
- Criminal Justice
- English
- Geology
- History
- Humanities
- Mathematics
- Philosophy
- Political Science
- Psychology
- Social Work
- Spanish
- Theology

### Fine Arts

- Art History
- Music
- Visual Arts

If you have indicated an area not associated with your undergraduate degree or current graduate program, please explain the extent of your experience:

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Please list any other areas of expertise you would like to be known:

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### For Office Use Only

Date Received: \_\_\_\_\_ GPA: \_\_\_\_\_ Test: \_\_\_\_\_ Score: \_\_\_\_\_  
Verify Degree Program: \_\_\_\_\_