Weekend Degree Graduate Assistantships – Spring 2018

Applicants must apply directly to each department, submitting an application and applicable application materials to the supervisor at the email address or mailing address listed in the postings below.

The **deadline date** for submitting applications for both departments are **Monday, November 27, 2017**.

To be considered for these positions, **you must be an accepted degree student and have experience or a degree in the area for which you apply.** Each of these positions provides minimum wage (currently $8.15 per hr.) and tuition remission listed below.

ATTACHED: Weekend Degree Program Graduate Assistantship Application

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**Department/Position:** Management/MGMT 312-02B Negotiation & Conflict Management  
**Appointment Date:** March 4, 2018 – May 5, 2018  
**Hrs. per week/Wage:** 8 hrs./$8.15 per hour (Weekend Position)  
**Tuition Remission:** Spring 2018 (3 credit hours)  
**Remission rate not to exceed current MA/MS rate of $635.00 for Spring 2018**  
**Semesters:** Spring 2018  
**Hiring Supervisor:** Dr. Rashmi Assudani  
**Mailing Address:** Xavier University  
Management & Entrepreneurship  
Attn: Ms. Anita Vater  
3800 Victory Pkwy.  
Cincinnati, OH 45207-1215  
**Email Address:** vater@xavier.edu

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**Department/Position:** Infrastructure & Tech Support/Weekend Classroom Instructional Support Technician (1)  
**Appointment Date:** January 7, 2018 – May 5, 2018  
**Hrs. per week/Wage:** 10 hrs./$8.15 per hour (Saturdays from 7:30 am - 4:30 pm, when weekend college is in session)
Responsibilities: Provision of technical classroom support, coordination of the media scheduling system, maintenance of the electronic classrooms, and supervision of small student assistant staff.

Qualifications: Dependability and punctuality are the primary requirements; and working knowledge of the Windows operating system is essential.

Tuition Remission: Spring 2018 (3 credit hours)
Remission rate not to exceed current MA/MS rate of $635.00 for Spring 2018

Hiring Supervisor: Eric Smith
Address to send to: Xavier University
Infrastructure & Technology Support
Attn: Eric Smith
3800 Victory Pkwy.
Cincinnati, OH 45207-1120

Email Address: smithe28@xavier.edu

PLEASE COMPLETE THE APPLICATION FOUND BELOW AND EMAIL OR MAIL TO EACH HIRING SUPERVISOR FOR CONSIDERATION FOR EACH POSITION YOU ARE APPLYING.
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 department they are applying to.

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.
Name: ___________________________ Student ID #: ___________________________

Home Address: _______________________ City: ______________ State: _______ Zip: ____________

Daytime Phone (__) ____________________ Evening Phone (__) ____________________

Email: ________________________________________________________________

Education Information:

Graduate Program: ___________________________ Expected Graduation Date (mnth/yr): ____________

I am applying to the ____________________________________________ Department.

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.)

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

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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

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