Graduate Assistantship Guidelines

APPLICATION AND HIRING PROCESS
A completed application and current resume must be submitted to the Graduate Programs Office. The application will be kept on file for two semesters. After you have completed a preliminary interview with the Director, applications for specific graduate assistantship positions will be forwarded to the Fogelman College faculty or staff who will serve as the direct supervisor of the graduate assistant and will make the final decision regarding the assistantship. Each GA hired will be required to complete an employment contract.

ELIGIBILITY
To be considered for a master's graduate assistantship position in FCBE, you must be fully admitted to The University of Memphis Graduate School. Students admitted as non-degree seeking are not considered for assistantships. Applicants presently enrolled in The Graduate School must be in good academic standing. All GAs must be registered for 9 graduate hours, unless they are in their graduating semester.

POSITION AVAILABILITY
A variety of master's graduate assistantship positions are available in FCBE each year. Most positions begin in the fall semester, although some positions may be filled at the beginning of the spring semester. Few assistantships are available during the summer. Typically, GA positions require 20 hours of work per week.

Please turn in the following:

_____ Application for Graduate Assistantship (found below)
_____ Personal Statement (direction found below)
_____ Essay Question (directions found below)
_____ Letters of recommendation are not required, but are highly encouraged
_____ Resume
GRADUATE ASSISTANTSHIP POSITIONS
GENERAL CATEGORIES & JOB REQUIREMENTS

The Fogelman College of Business & Economics offers graduate assistantships in several areas on a competitive basis. These general categories represent groupings of activities to which graduate assistants may be assigned. They are not specific openings or positions. It is possible that any one graduate assistantship position may involve working in more than one area.

COMPUTER LAB MONITORING
Supervise college computer labs, address technical questions and assist students with software applications. *Students applying for this position will be tested for computer knowledge.

COMPUTER SUPPORT
Install and maintain PC and Apple hardware and software in Fogelman College offices and computer labs. *Students applying for this position will be tested for computer knowledge.

EXTERNAL RELATIONS
Maintain and develop relationships with potential and current students, alumni, and the business community. (May involve working with Executive Masters of Business Administration, Career Services, Internship program, or other external programs).

FACULTY RESEARCH/TEACHING ASSISTANT
Assist faculty with research projects and provide teaching support.

GRADUATE RECRUITMENT/ PEER ADVISING
Assist the Graduate Programs Office staff and Director of Master Programs in promotion and operation of the master’s programs.

GENERAL SERVICES
Assist college staff and faculty in college operations, including general office support functions.

UNDERGRADUATE ADVISING
Assist the Undergraduate Advising Office staff and Faculty Director of Undergraduate Programs in advising undergraduate students in the Fogelman College.
APPLICATION FOR GRADUATE ASSISTANTSHIP

PERSONAL PROFILE

NAME: (Last)___________________________ (First)_________________________(MI)_____

ADDRESS: ___________________________________________________________________

(City)_______________________________________ (ST) _________ (Zip)_______________

EMAIL ADDRESS: ____________________________________________________________

TELEPHONE: (___) _________________________        U#_____________________________

CITIZENSHIP: USA (check one) YES____ NO____ OTHER ___________________________

VISA TYPE: ___________

The following information will assist us in determining where your particular skill can best be
utilized by FCBE and will be considered along with other factors in awarding graduate
assistantships.

PROGRAM: (check one) IMBA _____ MBA _____ MSBA FIN _____ MA ECON _____
MA ACCT _____ MS IS _____

APPLYING FOR GA POSITION FOR: Semester__________ Year________

ENTERING PROGRAM: Semester_______ Year_______

ESTIMATED GRADUATION: Semester_______ Year_______

Do you currently have a Graduate Assistantship or work on campus at the present time?
YES___ NO___ If so where? _______________________________________________

EDUCATION

UNDERGRADUATE:

Name of University_____________________________________

Major_____________________________ Degree_______________ GPA _____________

Graduation Date___________________

Other Graduate Study (please indicate degree & university)________________________

GPA for Graduate Courses ___________________
WORK EXPERIENCE
(Please attach a copy of your current resume; your application will not be considered without it)
Most Recent/ Present Employer ________________________ From__________ To__________
Job Title__________________________________________
Telephone (___)_______________________
Responsibilities:
______________________________________________________________________________
______________________________________________________________________________

ASSISTANTSHIP PREFERENCES

Referring to the descriptions on the previous page, please rank (1-8) as to your interest and how you perceive that your skills match the requirements of the assistantship. (1=most preferred).
   Computer Lab Monitoring ____  Computer Support ____  Undergrad Advising ____
   External Relations ____  Faculty Research/Teaching Assistant ____
   Graduate Recruitment/Peer Advising ____  General Services ____

PERSONAL STATEMENT

Personal statement should be two pages single-spaced.

ESSAY QUESTIONS
Please respond to only one question and your essay must be typed and should be no more than 1,000 words.

1. Describe a situation where leadership and teamwork were critical to the outcome of a project in which you were directly involved. What did you learn from the experience and how have you applied this knowledge to other situations in your life?
2. Describe a personal achievement that has had a significant impact on your life. Give specific details. What did you learn from this experience? How did it help shape your understanding of yourself and the world around you?
3. Describe how your experiences, both professional and personal, have motivated you to pursue a graduate degree at the University of Memphis this year. How does your decision to pursue a graduate degree at the University of Memphis relate to your career goals for the future
**TECHNOLOGY SKILLS**

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<th>Intermediate</th>
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Other:

How did you learn about the graduate assistantships offered in the Fogelman College of Business & Economics?

__ Advertisement (where) ________________________________
__ Alumni (name) ________________________________
__ Faculty (name) ________________________________
__ Graduate Assistant (name) _______________________
__ Other ________________________________

Please return to:
University of Memphis
Fogelman College of Business & Economics
Fogelman Administration Bldg., Room 300
Memphis, TN 38152

*Letters of recommendation are not required, but are highly encouraged

Signature___________________________________________ Date________________