**Return application to:** Cris Murray at murraych@strose.edu.

**Supervisor Information**

Name:

(Last) (First)

Department/Office:

Campus Phone:       Other Phone:

E-mail Address:

Would you like your contact information listed in the job posting? [ ]  Yes [ ]  No

Have you been a GA supervisor previously? [ ]  Yes [ ]  No

**Position Information**

Number of GAs Requested\*:      *\*If more than one, and the positions have different responsibilities, please complete separate applications for each position.*

Is this a new position request? [ ]  Yes [ ]  No

Are you applying for a shared GA with another person? [ ]  Yes [ ]  No

*If so, please identify who*:

Will anyone else be supervising the work of your GA? [ ]  Yes [ ]  No

*If so, please identify who*:

**Position Description** - Please include a list or outline of specific projects/assignments that the GA will be expected to complete. You may attach a written job description.

**Knowledge & Skills** – Please identify background (education, knowledge, & skills) needed to successfully accomplish the task and responsibilities outlined in the above job description.

**Desired GA Characteristics**

Is a specific undergraduate major desirable? [ ]  Yes [ ]  No

If so, please identify in order of preference:

Do you prefer your GA be enrolled in a specific graduate program? [ ]  Yes [ ]  No

If so, please identify in order of preference:

**Educational/Professional Development** - Please indicate potential educational and professional benefits offered by the assistantship.

**Mission** - Please describe how this assistantship will contribute to the mission and objectives of the College, your department or office.

**Scheduling** – Graduate Assistants are required to complete 150 hours of work per semester according to a mutually agreeable schedule. Below please indicate any specific scheduling requirements of your proposed position.

**Additional Information** - Please provide any additional information you wish to be considered.

**Agreement & Signature**

By submitting this application, I affirm that I understand the following:

* I must provide my GA 150 hours of work assignments per semester,
* all hours must be completed within the academic calendar and according to the timeline provided by Graduate Admissions,
* the GA position is an academic-year award; therefore, it is my responsibility to choose a GA who is available for the entire year. If my GA leaves at mid-year for a foreseeable reason, such as student teaching or internship placement, my GA position will be replaced at the discretion of the Office of Graduate Admissions; and
* I have read and agree to abide by the Graduate Assistantship Program Guidelines for Supervisors

Supervisor Name:

Supervisor Initials:

Date:

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