**Grand Valley State University School of Public, Nonprofit, and Health Administration**

**GRADUATE ASSISTANTSHIP APPLICATION**

**Date of application:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date Admitted into Master’s Program \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please print or type. Use additional pages as necessary. Return **Application Form, Personal Statement/Cover Letter, and Current Résumé** to: Dr. Raymond Higbea, Director, SPNHA, Grand Valley State University, 236C DeVos, 401 W. Fulton, Grand Rapids, MI 49504; or electronically to [higbeara@gvsu.edu](mailto:higbeara@gvsu.edu). Deadline: all applications should preferably be received by **May 1**.

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| Name: (Last, First, MI) | G #: |
| Address: | |
| Phone Number (Home): | Phone Number (Work or Cell): |
| Email Address: | |
| U.S. Citizen: \_\_\_\_ YES \_\_\_\_NO | Michigan Resident: \_\_\_\_YES \_\_\_\_NO |
| Undergraduate Institution: Year Graduated: | Gender (optional): \_\_\_\_\_Male \_\_\_\_\_ Female |
| Undergraduate GPA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Graduate/Current GPA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  For Fall - I am registered for: \_\_\_\_ credits, Classes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  For Winter – I am registered for: \_\_\_\_ credits, Classes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| I am interested in: \_\_\_\_\_ Part Time Assistantship (approx. 10 hrs./week) \_\_\_\_\_ Full Time Assistantship (approx. 20 hrs./week) | |

**SKILLS**

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| My Undergraduate Degree is in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Other courses taken in Undergraduate studies that would apply: |
| I have taken an undergraduate research methods course: \_\_\_\_\_ YES \_\_\_\_\_ NO  I have taken an undergraduate statistics course: \_\_\_\_\_ YES \_\_\_\_\_ NO  I have strong competency in writing research papers \_\_\_\_\_ YES \_\_\_\_\_ NO |
| **COMPUTER PROFICIENCY:**  Word: \_\_\_\_\_ High \_\_\_\_\_ Medium \_\_\_\_\_ Low \_\_\_\_\_ None  Excel: \_\_\_\_\_ High \_\_\_\_\_ Medium \_\_\_\_\_ Low \_\_\_\_\_ None  Power Point: \_\_\_\_\_ High \_\_\_\_\_ Medium \_\_\_\_\_ Low \_\_\_\_\_ None    Online Social Media (Facebook, Twitter, etc.): \_\_\_\_\_ High \_\_\_\_\_ Medium \_\_\_\_\_ Low \_\_\_\_\_ None  Online Web Design (Wordpress, etc.): \_\_\_\_\_ High \_\_\_\_\_ Medium \_\_\_\_\_ Low \_\_\_\_\_ None  Online Library Research \_\_\_\_\_ High \_\_\_\_\_ Medium \_\_\_\_\_ Low \_\_\_\_\_ None |

The Graduate Assistantship (GA) is a natural extension of the graduate school experience. In other words, this position not only serves as a venue to earn a stipend and tuition waiver, but also as the center for several opportunities to enhance your education and future career plans. We expect those students who receive GA appointment to have excellent work habits, writing skills, research skills and sometimes specific knowledge competencies. For more detailed information about a GA position, please visit: <http://www.gvsu.edu/gs/resources-for-graduate-students-13.htm> and <http://www.gvsu.edu/spnha/graduate-assistantships-79.htm>

**Please write a personal statement/cover letter addressing the following:**

1. Goals and concentration of study and future career options

What are your reasons for attending the School of Public, Nonprofit and Health Administration to complete your Master’s Degree? What is/are the specific concentration(s) of your study and what do you think your future career options could be after graduating?

1. Personal commitment, past experiences and research background

Why do you think you should be granted an assistantship?

1. Skills, abilities and experiences gained and present community involvement

What specific skills and abilities can you offer as a GA? What experiences do you feel you currently have that may be useful in your position as a GA? What community activities are you involved in at GVSU or in your social environment?

1. Aims for developing skills, abilities and experiences

As part of your experience as a GA, are there any specific skills or abilities that you would like to develop or learn, and experiences/field(s) of study you would like to participate in?

1. Interest of study, future plans and next career steps

In terms of educational expertise, what program(s)/field(s) of study are you most interested in? What plans do you have to “grow” in these area(s)? How do you envision your next steps career wise and/or academically?

*By signing below, I acknowledge that to maintain a* ***Full Time Assistantship****, I am expected to complete 9 credit hours / semester and I must be registered BEFORE an assistantship will be processed. To maintain a* ***Half Time Assistantship****, I understand that I am expected to complete 6 credit hours / semester and I must be registered BEFORE an assistantship will be processed. I also must maintain a GPA of 3.0 or better on all coursework during my tenure.*

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_