

Master of Science in Education (MSEd) Programs Graduate Assistant Position Fact Sheet

- 3-6 Graduate Assistant positions award each fall (September 1)
- Applications must be received by Early Admission deadline (January 7) and include:
 - Indication of interest on application in pertinent area
 - Forwarding resume along with MSEd admission application
 - Highlighting of technology skills or other specialized experiences/qualifications
 - Two statements of purpose (detailed in application)
- Award includes tuition scholarship and monthly stipend *per quarter*
 - Scholarship: one course scholarship per quarter
 - currently equal to \$2094
 - value increases as tuition cost increases
 - Stipend: three \$195 (roughly monthly) stipends per quarter
- Award made for multiple quarters based on student/dept schedule
- Graduate Assistant position roles generally include:
 - Correspondence with prospective MSEd students via e-mail, phone
 - General office work such as answering phones, making copies, etc.
 - Periodic involvement with faculty/staff in special projects/emphases
 - Other tasks as deemed necessary by department administrators
- Hours of work required per award per quarter equals 150
 - Generally scheduled as 15 hrs/week for 10 weeks
 - Schedule developed jointly to fit student schedule and meet dept needs