

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

- 3-6 Graduate Assistant positions awarded each fall. Some Graduate Assistant positions may begin in the summer preceding the fall quarter.
- Applications must be received by Early Admission deadline (January 4, 2008) 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 \$2414
    - 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