



APPLICATION FOR A GRADUATE ASSISTANTSHIP

Semester/Year applying for Assistantship: Year _____ Fall ____ Spring ____

Name: _____ E-mail: _____

Address: _____ City: _____

State:____ ZIP: _____ SS #: ____/____/____

Home Phone: (____) _____ Work Phone: (____) _____

Assistantship(s) for which you are applying:

NOTE: For a complete list of assistantship offerings, please check the web (www.plattsburgh.edu/gradassist) or call the Graduate Admissions Office at 518-564-4723 or 800 723-9515.

CHECK ONE: I have submitted a completed application for full-time graduate status at Plattsburgh State by the appropriate deadline for my program (assistantships are awarded only to students working toward the Master's or C.A.S. degrees as full-time, matriculated students):
_____ No _____ Yes... Program Name: _____

Please be advised of the following facts pertaining to your Graduate Assistantship Application:

- A completed assistantship application includes the following items that must be attached to this form:
 1. A copy of the applicant's resume; and
 2. Three current letters of reference, with one being a self-authored letter of reference. All three letters of reference should outline the applicant's skills and abilities related to the assistantship(s).
- All applications will be screened before interviews for finalists are scheduled with the appropriate Selection Committee. Selection will be based upon preparation and specialty of the applicant that is most appropriate to the position being sought. Notification of award shall be made as early as possible.
- FALL SEMESTER ASSISTANTSHIP APPLICANTS ONLY: All assistantship application materials must be received by the Graduate Admissions Office no later than April 1 of each year. SPRING SEMESTER APPLICANTS: Please consult our web site (www.plattsburgh.edu/gradassist) for information about possible assistantship openings.
- A graduate assistantship can be for either an academic year or a semester, depending on the department or time of appointment. Service to the department to which the assistant is assigned normally should not exceed twenty hours per week. Full-time graduate students on assistantships may not be employed outside the College without the approval of the hiring department.

If you have questions about applying for assistantships at Plattsburgh State, please contact us:
Tel. 518-564-4723 or 800 723-9515
Web: www.plattsburgh.edu/gradassist.
E-mail: graduate@plattsburgh.edu

Signature _____ Date _____