

**The Graduate Programs in Education is now accepting applications for  
ONE GRADUATE STUDENT ASSISTANTSHIP  
to begin the week of August 17, 2009**

**Graduate Student Assistant in the Center for Graduate and Professional Studies**

The general responsibilities of Graduate Assistants will be to assist the staff of the Center for Graduate and Professional Studies by doing the following tasks:

**Clerical Responsibilities**

- Photocopying
- Typing and computer work (data entry)
- Answering and making telephone calls
- Filing
- Running errands around campus
- Bulk mailings
- Other duties as assigned

**A well qualified applicant will possess the following attributes:**

- Proficiency in word processing (preferably MS Word), Excel, and PowerPoint programs (or willingness to learn)
- Good interpersonal communication skills
- Self-motivated and able to work with a variety of people
- Willing to do the "gopher" and "grunt work" requested by staff (basically do what needs to be done)

**Ground Rules you should know before applying:**

1. **Schedule:** During the Fall and Spring semesters, Graduate Assistants will work at a minimum the two weeks prior to the beginning of the semester, the full 15 weeks of the semester and two weeks after the end of semester (for the total of 19 weeks each semester). During the summer semester, Graduate Assistants will work at a minimum the two weeks prior to the beginning of the semester, the six weeks of the semester and two weeks after the end of the semester (for a total of 10 weeks).
2. **Hours:** The Graduate Assistant will be expected to work 20 hours a week. The office staff will work with the graduate assistant to create a schedule that works within the graduate assistant's schedule of classes, but the hours worked must be between 9 am – 5 pm, Monday through Thursday.
3. **Payment:** During the Fall, Spring and Summer semesters, the Graduate Assistant will receive tuition reimbursement for **9 credits** per semester and be paid \$7.25 per hour for up to 20 hours per week.
4. *As a graduate assistant, the value of your tuition is also considered compensation and as such, is taxable income to you. The amount of this taxable income is calculated by taking the number of credit hours that you take in any given calendar year and multiplying by the per course credit fee. This amount will be added to your W-2 as compensation. If your status is determined to be that of a full-time graduate student and a part-time employee, your compensation will not be subject to FICA taxes. An additional \$500 will be added to your fiscal year salary and this amount will also be added to your W-2 compensation. The intent behind this additional salary payment is to compensate you for any federal or state withholdings that you may be responsible for given your personal withholding elections.*

*If you are interested in applying for a Graduate Assistantship position, please complete the attached application form. Complete the application and return it with a resume to our office (Van Meter 120) or by email to [wtuttle@goucher.edu](mailto:wtuttle@goucher.edu) by Friday, August 7, 2009. We will hold interviews with qualified applicants during the week of August 10-14, with the expectation that the person hired will be able to begin working the week of August 17<sup>th</sup>.*

*Please Note: Our preference is to hire a graduate student who can commit to working during BOTH the Fall 2009 and Spring 2010 semesters (and even the Summer 2010 semester if possible). Any questions, please contact Wendy Tuttle at [wtuttle@goucher.edu](mailto:wtuttle@goucher.edu) or 410-337-6453.*

**GRADUATE STUDENT ASSISTANTSHIP  
SCHOLARSHIP APPLICATION**

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (H) \_\_\_\_\_ (C) \_\_\_\_\_ Email: \_\_\_\_\_

Program: \_\_\_ M.Ed. \_\_\_ M.A.T.

When are you available to begin? \_\_\_\_\_

Can you commit to working both Fall 2009 and Spring 2010 semesters? \_\_\_ yes \_\_\_ no

**Applicants for the Graduate Assistant in the GPE Department please answer the following questions and submit a resume with this application.**

1. What are your computer skills? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. What is your experience working in an office environment? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Please describe your interest in and qualifications for working as a graduate assistant.  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Application must be received by **Friday, August 7, 2009** and should be submitted to Wendy Tuttle, Associate Director of Administration, Graduate Programs in Education, Goucher College, 1021 Dulaney Valley Road, Towson, MD 21204.

If you have any questions, please call Wendy Tuttle at 410-337-6453 or email [wtuttle@goucher.edu](mailto:wtuttle@goucher.edu).