

**Opportunities for
Graduate Assistantships
Providing Help to Students
Fall 2012-2013**

**MICHIGAN STATE
UNIVERSITY**

Residence Halls

The Department of Campus Living Services and Residence Life may have a few different types of graduate assistantships available: Assistant Hall Director, Night Receptionist Coordinator and Assistant Community Director (in University Apartments). Previous Residence Life experience is preferred. These assistantships are all live-in positions and include housing as part of the remuneration. For further descriptions of these positions, feel free to visit our website: www.reslife.msu.edu.

To Apply:

Submit the online application, resume and indicate two people to fill out online reference questionnaire. All can be found on the website.

Career Services Network

Graduate assistants in Career Services join a dynamic team of professionals in an integrated career-learning network at Michigan State University. Graduate career advisors provide individual guidance to students; develop, organize, and present career-related workshops and events; and complete special projects in accord with personal career interests. These positions are designed to develop leaders in the field of career services and provide opportunities for advanced training and certification. Successful candidates must demonstrate a high degree of teamwork, collaboration, innovation, and a passion for helping students achieve their career goals.

Must be admitted to the MA program in Student Affairs Administration for Fall 2012. In addition to grant and general funding sources, Career Services supports students eligible for the Academic Achievement Graduate Assistantship program <http://grad.msu.edu/aaga/>. If you believe you meet the criteria for this program, we ask that you submit a brief statement with your application materials.

To find out more about us, visit us online at <http://careernetwork.msu.edu>

To Apply:

Please submit a cover letter specific to this position, resume, a brief statement, and the names and contact information of three references to Dr. Linda Gross, Associate Director of Career Services - c/o Becky Hoppenstand at hoppens3@msu.edu.

Department of Student Life

Various graduate assistant positions may be available within the Department of Student Life. Graduate assistants will have multiple and numerous experiences and responsibilities across several units within the Department. As a part of the Department of Student Life team, graduate assistants are expected to immerse themselves in the assistant-ship experiences. Although students have a half-time appointment, it is important for applicants to know that an expectation exists that graduate assistants will maintain regular office hours as well as attend evening and weekend events. These positions are designed to reflect a professional experience in student affairs. As a result of this experience, students can expect to gain skills, knowledge, and competencies in a variety of functional areas. The Department of Student Life units include: *Campus Life Orientation, Greek Affairs, Judicial Affairs, Leadership Development, Off-campus Issues, Student Government Advising, Student Organizations, and Sexual Assault and Relationship Violence Program*. Feel free to browse the Student Life website: <http://www.studentlife.msu.edu>.

To Apply:

Please submit a professional cover letter indicating your preference of functional area(s) in the department in which you are interested along with your resume with contact information for three references. Email the materials to: Rick Shafer, Associate Director, Student Life at shaferrt@msu.edu.

Remuneration

- Most assistantships are 9 month positions (Fall and Spring semesters).
- Remuneration varies depending on the nature of the position. Most Residence Life assistantships receive a bi-weekly stipend amount of \$336.72* plus a furnished apartment and meals; other assistantships receive a bi-weekly stipend (not apartment/meals) that range from \$314* for quarter-time to \$628* for half-time assistantships (*2011-2012 figures).
- All graduate assistants qualify for in-state tuition rates; receive a nine credit tuition waiver per semester at the base MSU graduate credit rate (Fall and Spring); waiver of the matriculation fee, and single student health coverage.
- Assistants are responsible for the balance of their fees and tuition. For more information:
<http://ctrl.msu.edu/COSStudentAccounts/TuitionFees.aspx>

Requirements

- Applications for assistantships and for admission to graduate school are made separately and should be made at the same time. Check with your graduate program for important deadlines. Candidates must have a completed bachelor's degree and are responsible for applying to graduate school and completing all requirements for admission, as appointment to an assistantship is contingent upon acceptance into a degree-granting grad program at MSU. Admissions website:
<http://admissions.msu.edu/graduate.asp>
- Interviews for assistantships are typically scheduled and conditional offers made prior to acceptance into a graduate program.
- Assistants must maintain a 3.0 grade point average throughout their appointment.
- For additional information about MSU Graduate Assistantships, please go to:
www.grad.msu.edu/assistantships/

For information about other employment opportunities for graduate students in Student Services, please refer to:

<http://www.vps.msu.edu/graduate-assistant-information>

MSU is an affirmative action, equal opportunity employer.