

## Assistantships...

offer graduate students valuable practical experience that complements the classroom experience. Most positions offer significant opportunities for student contact.

### Campus Living Services and Residence Life

The Department of Campus Living Services and Residence Life may have a few different types of graduate assistantships available: Assistant Hall Directors (AHD), Night Receptionist Coordinator (NRC), and University Apartments Assistant Community Director (ACD). Previous Residence Life experience is preferred for all positions.

The majority of vacancies Residence Life may have available are Assistant Hall Director positions. AHDs have responsibilities for supervision of undergraduate mentors, community program implementation, student organization advising, and conflict resolution. These positions offer skill development in Student Affairs, Human Resources, Counseling, Business, Education, and other related careers. The University Apartments ACD is responsible for supporting the Community Director in the planning and implementation and evaluation of a comprehensive community and student development program for an apartment setting with approximately 1,800 students and 3,000 total residents. This is a 12-month position. The person in this position requires some daytime office hours, and must have a desire to work with families, children, graduate and international students.

NRCs are responsible for supporting the goals of the Night Receptionist Program in Residence Halls. NRCs participate in hall safety and security efforts and select, train, supervise, and evaluate a staff of Night Receptionists, including Night Receptionist Supervisors, for assigned residence halls. NRCs may assist the Resident/Complex Director with student conduct as it relates to the NR Program.

### 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. Apply by sending a cover letter and resume to Dr. Linda Gross, Associate Director c/o Becky Hoppenstand at [hoppens3@msu.edu](mailto:hoppens3@msu.edu).

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

### 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 assistantship 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 Programs.*

Feel free to browse the Student Life website: <http://www.studentlife.msu.edu>

### How to Apply:

#### For CLS - Residence Life positions:

Obtain application materials from the Residence Life Website: [www.reslife.msu.edu](http://www.reslife.msu.edu)

Please submit:

- The online application
- Upload your resume
- Have two references complete the online reference form

For priority consideration for the Residence Life apply by January 5, 2012. Interviews will take place in February 2012. See website for details.

#### For Student Life positions:

Please submit:

- A professional cover letter indicating your preference of functional area(s) in the department in which you are interested.
- Your resume with contact information for three references
- Email to: Rick Shafer, Associate Director, Student Life at [shaferrt@msu.edu](mailto:shaferrt@msu.edu).

#### For Career Services positions:

Please submit:

- send 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  
Career Services – MSU  
113 Student Services - East Lansing, MI 48824  
FAX: 517.355.9523  
Email to: [hoppens3@msu.edu](mailto:hoppens3@msu.edu)

For information about other employment opportunities for graduate students in Student Services, please refer to this website: <http://www.vps.msu.edu/graduate-assistant-information>

## 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, and \$628\* for half-time assistantships (\*2011-2012 figures).
- All graduate assistants qualify for in-state tuition rates; receive a nine credit tuition waiver at the base MSU graduate credit rate per semester (Fall and Spring); a waiver of the matriculation fee, and single student health coverage paid for by the University.
- Graduate assistants are responsible for the balance of their fees and tuition. For more information:  
[http://ctrl.msu.edu/COStudentAccounts/Tuition\\_Fees.aspx](http://ctrl.msu.edu/COStudentAccounts/Tuition_Fees.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.
- Interviews for assistantships are typically scheduled and conditional offers made prior to acceptance into a graduate program.
- Appointment to an assistantship is contingent upon acceptance into a degree-granting graduate program at MSU. You must have a completed bachelor's degree. Candidates are responsible for applying to graduate school and completing all requirements for admission. MSU accepts online graduate school applications:  
<http://admissions.msu.edu/graduate.asp>
- Graduate Assistants must maintain a 3.0 grade point average throughout their appointment.
- For additional information about MSU Graduate Assistantships, please go to:  
<http://grad.msu.edu/assistantships/>

### *Successful candidates ...*

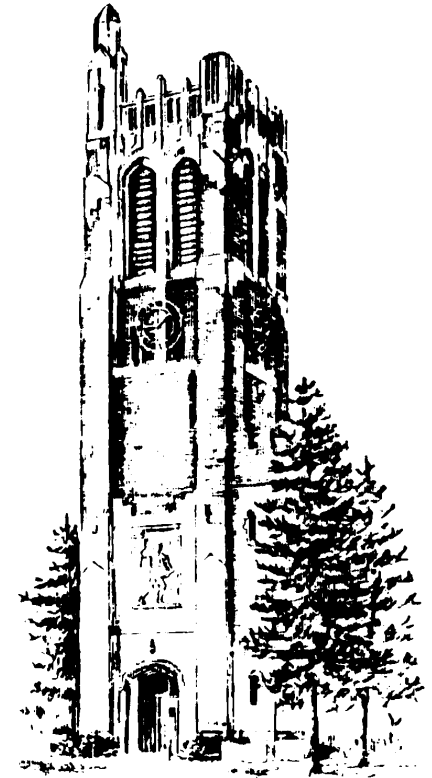
\*have experiences that demonstrate an ability to work with college age students as they experience growth-- personally and as a student.

\*have student employment or leadership experiences that relate to the position for which they have applied.

\*demonstrate an ability to work successfully with a diverse student population.

MSU is an affirmative-action, equal-opportunity employer.

**MICHIGAN STATE**  
**UNIVERSITY**



*Opportunities  
For Graduate  
Assistantships  
Providing Help to Students*

*Fall 2012-2013*

