

**NOW
HIRING**
for Fall 2011

GRADUATE ASSISTANTSHIPS

funded by EPOCHS grant (from the U.S. Dept. of Education)



01 / Duties:

Provide office support; duties will vary from position to position but may include: assisting research, organizing community engagement activities and other events, administrative support, writing, public relations, etc. Each of the 13 graduate assistantships will be placed in offices around campus and in the Office of Graduate Studies for the EPOCHS program.



02 / To apply

Submit completed application form and resume to the Office of Graduate Studies; application forms are available at www.fullerton.edu/graduate. Applicants must supply a letter of support from a faculty member. If you are a new incoming graduate student, you may submit a faculty letter of support from faculty from your previous college or your CSUF department graduate advisor.



03 / Deadline:

Review of applications will begin on **August 15** and positions filled as appropriate.



04 / Qualifications:

Graduate student in good academic standing in any graduate program at CSUF. Must have experience using PC and MAC friendly. Where appropriate, applicants should identify experiences in event planning, writing, public relations, social science research methods, computer skills, languages other than English.

Current open positions require the following:

- Previous experience in an office setting required
- Experienced graduate student who is dependable and highly organized with business maturity, discretion, enthusiasm, and a positive attitude
- Technologically literate with strong computer skills including familiarity with Microsoft Word and Excel and other commonly used software. Knowledge of Adobe programs and web-programming a plus.
- Good organizational skills and record keeping (attention to detail is critical)
- Good oral and written communication skills
- Self starter who can work independently
- Skill in establishing priorities and managing workload
- Ability to follow directions

GRADUATE ASSISTANTSHIP APPLICATION

In order to be eligible, applicants must be enrolled in a CSUF graduate program, have a minimum 3.0 Graduate GPA, and demonstrate financial need as determined by the Free Application for Federal Student Aid (FAFSA).

A. APPLICANT INFORMATION

Name: CWID:

Address: Phone:

City, State: Zip Code:

E-mail Address: Gender: Male Female

Degree Program: Graduate GPA:

Have you applied for a Graduation Check? Yes No

Semester and year you anticipate receiving your master's degree:

Name of faculty member writing letter of recommendation:

Availability (Please fill in specific time frames you are available to work e.g. 8 am – 12pm)

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					

Date you are available to start work: Do you currently work on-campus: Yes No

Job Placement (Please check the boxes for the areas that interest you.)

- | | | |
|--------------------------------|---------------------------------|-----------------|
| Event Planning | Social Science Research Methods | Graphic Design |
| Writing/Editing | General Administrative Support | Web Programming |
| Public Relations/
Marketing | Computer Skills | DB Management |

Languages other than English:

[ALL MATERIALS MUST BE SUBMITTED TO THE GRADUATE STUDIES OFFICE \(MH-103\)](#)

The Graduate Student Research Fund is made possible by the EPOCHS grant from the U.S. Department of Education.

For more information, contact the Office of Graduate Studies, MH-112, (657) 278-2618.

B. REQUIRED MATERIALS – attach your resume along with a (1) page max. response to each of the following:

1. *Please describe any experience you have had in these areas: event planning, writing, public relations, social science research methods, general administrative support, computer skills (programming, web design, database management), graphic design.*
2. *Describe any challenges you have encountered in the pursuit of your education.*

By signing and dating below, I affirm that the information given above is correct. I also certify that I have filed a 2011 – 2012 Free Application for Federal Student Aid (FAFSA).

Applicant Signature

Date

ALL MATERIALS MUST BE SUBMITTED TO THE GRADUATE STUDIES OFFICE (MH-103)

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