Here are some guidelines for applying for a graduate assistantship.

1. From the ETSU homepage, select “Departments,” then, “School of Graduate Studies,” then along the left, “Forms,” then “Graduate Assistantship/Tuition Scholarship Materials,” then click on “GA/TS Application for Employment Form.”
2. Fill out that form *(but not the forms below that one; the forms below ask for direct deposit information, W-4 form, etc; those would be for later, once the applicants have been awarded the assistantships, and additional forms are needed for payroll, etc.)*.
3. If you are primarily interested in an assistantship ***within the Social Work department***, then print the application form; write a brief cover letter indicating your interest; add your resume; *and send those three things****:*** cover letter, application form, and resume, *to me, at the address below*. However, if you would also like to be considered for an assistantship ***anywhere*** within the University, a second form can be sent to Ms. Queen Brown in the School of Graduate Studies.

For out-of-statefi students, a GA position will often offer tuition reduction to the in-state rate, in addition to the stipend award. Within our department, GA positions carry a 10-hour per week commitment. This may not sound like a great deal, but this is in addition to the requirements of your courses. To remain eligible, one must carry a 9-credit hour course load. There is also the time commitment of other work you may be doing, and also, there are the required field internship contact hours to be taken into account. Applicants with full time course work commitments and / or full time outside employment commitments may find that the additional time requirement of a GA position is unmanageable.

GA’s will often split their time between working with 2 faculty members for about 5 hours’ worth of assistance provided for each faculty member per week. Responsibilities can be widely variable and may include research assistance, clerical assistance, assistance with departmental service learning projects, or a whole host of other duties as assigned.

Thanks for your interest!

Helen

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