



DEPARTMENT of HOUSING
and RESIDENCE LIFE

Division of Student Affairs

EAST TENNESSEE STATE UNIVERSITY

Application for
Graduate Assistant for Academic Initiatives

A completed application for the Graduate Assistant for Academic Initiatives position includes the following:

- 1) A cover letter addressing your interest in the GA position and your qualifications following the directions provided on page 2 of this application.
- 2) A résumé which lists your experiences and educational background.
- 3) Your formal ETSU Application for Employment, created online via directions on page 2 of this application.

Original copies should be sent to:

Adrianna Guram, Assistant Director for Academic Initiatives
Department of Housing and Residence Life
PO Box 70723, Johnson City, TN 37614

Fax: 423-439-4690 Phone: 423-439-4446 Email: gurama@etsu.edu

Full Name (last, first, middle initial)	ETSU Student ID (E#)								
Email Address	Permanent/Home Phone _____ Cell Phone _____								
Current Mailing Address	Permanent Mailing Address								
<table border="1"><tr><td>Have you been officially accepted to ETSU's Graduate School?</td><td></td></tr><tr><td>What is your intended area of study?</td><td></td></tr><tr><td>What is your intended date of enrollment?</td><td></td></tr><tr><td>For current students: How many semesters have you been in your program of study?</td><td></td></tr></table>	Have you been officially accepted to ETSU's Graduate School?		What is your intended area of study?		What is your intended date of enrollment?		For current students: How many semesters have you been in your program of study?		Have you ever been charged or convicted of a felony or misdemeanor? _____ YES _____ NO If yes, explain below:
Have you been officially accepted to ETSU's Graduate School?									
What is your intended area of study?									
What is your intended date of enrollment?									
For current students: How many semesters have you been in your program of study?									

Because TCA 40-39-211 prohibits sex offenders required to register under TCA Title 40, Chapter 39, part 2 from knowingly accepting employment within one thousand feet (1,000') of the property line of any public school, private or parochial school, licensed day care center, other child care facility, public park, playground, recreation center, or public athletic field available for use by the general public, registered sex offenders are not eligible for employment at our institution.

Are you required to register as a sex offender under TCA Title 40, Chapter 39, Part 2? _____ YES _____ NO

Are you currently or have you previously been a student at ETSU? _____ YES _____ NO

If yes, are you encumbered for any reason? _____ YES _____ NO

Have you ever been subject to any discipline from the Department of Housing or Office of Student Affairs? _____ YES _____ NO

If you answered yes to any of these questions, please explain below:

To complete your cover letter, please address the following items:

- A) Your motivations for applying for the Graduate Assistant for Academic Initiatives position.
- B) Describe experiences that you have participated in and/or work experiences and skills that you feel qualify you for the GA for Academic Initiatives position.
- C) A description of your leadership, supervisory, and/or advisory style and how you would apply your style to the GA position.
- D) Define what *academic initiatives* mean to you and how you would work to support these initiatives in Housing and Residence Life.

Your resume should include the following

- A) All employment, starting with your present or most-recent position.
- B) Educational background, including GPA.

To complete the ETSU Application for Employment

- A) Visit https://jobs.etsu.edu/applicants/jsp/shared/Welcome_css.jsp and then in the left column click on **Create Application**. You will create an application password. Please note that you will not find the Graduate Assistant for Academic Initiatives position listed as an opening, but this is not needed. Please complete the application fully and then print it. You will need to sign the application and include it in your final packet of information, along with your resume and cover letter.
- B) Your application must include (a) all employment, starting with your current or most-recent job, dates of employment, employer's full address and phone number, supervisor, duties, and reason for leaving and (b) three references from a variety of sources other than immediate supervisors or relatives with complete mailing addresses, work and home phone numbers, and email addresses.

Conditions of Employment

The following statements cover general guidelines of employment for Graduate Assistants. Please read and initial each statement to indicate your understanding.

- _____ Employment begins prior to the opening of the spring 2016 term. Staff members are expected to return prior to the start of the academic year.
- _____ Staff members are required to attend all training sessions and workshops, staff meetings, and other meetings as announced by their supervisor.
- _____ Staff members are expected to remain full-time students at ETSU in good academic standing.

By submitting this application, I affirm that the information included is true, accurate, and complete. I understand that the falsification, misrepresentation, or omission of fact on this application (or any accompanying documents) will be cause for denial of employment or immediate termination of employment.

Applicant Signature

Date

ETSU's campus safety report can be viewed at http://www.etsu.edu/dps/security_report.asp

ETSU is a Tennessee Board of Regents institution and is fully in accord with the belief that educational and employment opportunities should be available to all eligible persons without regard to age, gender, color, race, religion, national origin, disability, veteran status, or sexual orientation. Pursuant to T.C.A 40-29-211, no registered sexual offender or violent sexual offender whose victim was a minor may reside on the campus of ETSU.