

APPLICATION FOR GRADUATE/TEACHING ASSISTANT APPOINTMENT

1. During which term(s) would you like to work? _____ (fall/spr/sum) _____ (year)	
2. On which campus would you like to work? _____ Omaha _____ Lincoln _____ Kearney _____ SB _____ Norfolk	
3. Name: _____	
4. Address _____ Mailing _____ Street Address City State Zip	
5. Telephone: Home # _____	Work or Cell # _____
6. Social Security # _____	7. Date of Birth _____
8. E-Mail Address _____	
9. Check your specialty area in the graduate program: <input type="checkbox"/> Adult Health <input type="checkbox"/> Children's Health <input type="checkbox"/> Women's Health <input type="checkbox"/> Psych. Mental Hlth <input type="checkbox"/> Integrated PSY/FNP <input type="checkbox"/> Administration <input type="checkbox"/> Gerontology <input type="checkbox"/> Family Nurse Practitioner <input type="checkbox"/> PhD	

****Please include a current resume with this application and provide answers to the following questions:**

Indicate which area(s) you are interested in: _____ Research _____ Teaching _____ Clinical
(Areas of interest do not necessarily guarantee an appointment in that area.)

Describe any experience you have with grant funding or literature searches, research, data analysis/entry or any other relevant skills that would serve you well as a graduate assistant. Use a separate sheet, if necessary:

Please describe your computer and technology skills, including which computer software you are familiar with and your proficiency level. Use a separate sheet, if necessary:

Signature of Applicant Date

Return your application to Marian Marchand, UNMC College of Nursing, 985330 Nebraska Medical Center, Omaha, NE 68198-5330; fax (402) 559-6379; email mmarchan@unmc.edu; phone (402) 559-4121.

GRADUATE/TEACHING ASSISTANTSHIP INFORMATION

APPLICATION DATES

Students who want a graduate assistantship for fall must submit an application as early as possible, but no later than June 1. Students are encouraged to apply by October 15 for the following spring semester. Most positions are on the Omaha campus, but a limited number of positions are available on the Lincoln, Kearney and Scottsbluff campuses. Summer appointments may be available, depending on needs.

SELECTION

Faculty and/or staff will review applications for each position that needs filled. An interview may be scheduled in order to facilitate the selection process. Students may be selected based on previous work experience, office skills, teaching experience or specialty area, depending on needs. Not all students will be contacted or hired as we often have more applications than positions open.

ASSIGNMENT

Graduate assistant and teaching assistant duties may include copying, library searches, filing, class preparation or assisting with class preparation, data collection, data entry and analysis, word processing, proctoring and correction of examinations, instructing undergraduate students in developing clinical nursing skills, and other duties as assigned to support teaching and research activities of faculty and staff in the department. A graduate assistantship is classified as a “special appointment” under the bylaws of the Board of Regents of the University of Nebraska, which can be found at www.nebraska.edu.

STIPEND

Generally, students in the master’s program work 15 hours per week for a faculty member or department and receive a monthly stipend of \$800 per month and up to 12 credit hours of tuition remission for each semester of the assistantship. Under certain circumstances, the faculty and student may negotiate a 20 hour work week, and the student would receive \$1,066 per month. Students must be registered for at least one graduate credit hour during each semester of the assistantship, with the exception of summer. The pay varies for doctoral students.

WORK SCHEDULE

Scheduled work days follow the campus academic calendar for nine-month faculty. Graduate assistant appointments generally begin one week before classes start and end one week after classes end each semester. Ending time may vary in December due to the holidays. Work hours are arranged with faculty member around the student's class schedule.

QUALIFICATIONS

Graduate Assistants must be admitted to a University of Nebraska Graduate Program as a master’s or doctoral student. Post-Master’s and Unclassified students are not eligible to work as a graduate assistant.

REGISTRATION AND TUITION REMISSION

Students must be enrolled for at least one credit hour of graduate level course work during the entire period of their appointment, except during the summer. Tuition remission covers up to 12 credit hours per semester. They may not enroll for more than 12 credit hours in a semester without special permission from the Graduate Dean. Students may apply and be appointed to a graduate assistant position at anytime; however, in order to receive tuition remission for the semester, the student must be appointed to a graduate assistantship by the end of the first week of class, the appointment must be for the entire semester and the student must be assigned to work at least 15 hours per week (.33 FTE). If the appointment is made for any time period less than a full semester or less than 15 hours per week, the student receives only the monthly stipend and tuition will not be covered. If a student resigns from the position before the end of the semester, he or she will be responsible for paying the full amount of tuition due for that semester.

CONTINUING APPOINTMENT

Students who wish to continue as a graduate assistant following the completion of the appointed term indicated on their letter of appointment must complete a new application.

HOLIDAYS

Graduate assistants who are scheduled to work on a day that is listed on the academic calendar as a holiday are excused from working that day and do not need to make up the hours later. Scheduled holidays follow the campus academic calendar for nine-month faculty. Students receive normal pay for holiday weeks. If the graduate assistant does not have regularly scheduled hours each day of the week, on a week that contains a holiday the student should plan to work at least 3 hours for each day that classes are held that week. The rationale is that they are assigned to work 15 hours per week (3 hours per day x 5 days = 15 hours.)

SUMMER SCHEDULE

Under special arrangements, some graduate assistants may work over the summer. To receive tuition remission for summer coursework, the appointment must be for the entire summer (May-August). If a student is a graduate assistant for the entire fall and spring semesters, he or she will receive tuition remission for courses taken in the following summer, even if they are no longer working as a graduate assistant during the summer. If a student works as a graduate assistant during the spring semester and paperwork has been completed for them to continue as a graduate assistant position for the following fall semester, they may receive tuition remission for classes they take in the summer between appointments. Graduate assistants who were employed for the full academic year and continue through the following summer are eligible for one week of paid time off during the summer. Graduate Studies has waived the continuous enrollment requirement for nursing students working as graduate assistants during the summer.

OTHER UNMC EMPLOYMENT

Students working as graduate assistants may not be employed by the University of Nebraska system (UNL, UNK, UNO or UNMC) for a total of more than .50 FTE (20 hours per week) including the graduate assistant appointment. University Medical Center (UMC), which includes University Hospital and Clarkson, is not considered a part of UNMC. Students employed part-time by UMC may also work as a graduate assistant.