

Applicant Guidelines

- Applications for students interested in receiving a graduate assistantship are available through the Graduate Office or online at: [http:// keenestateinfo.com/ gradstudies/ forms](http://keenestateinfo.com/gradstudies/forms)
- The target date for submission of student applications is April 15th for the next academic year. Applications received after this deadline may be reviewed if any assistantships remain unfilled.
- Graduate assistants must be matriculated in a KSC program of Advanced Study in Education (master of education degree or post-master's certification) and register for a minimum of three (3) credits, applicable toward their degree or program, each semester they are employed as a graduate assistant.
- Students enrolled in an extensive field-based internship or practicum may not be eligible for a graduate assistantship.
- Normally, all assistantships are awarded by May 1st. The selected candidate must accept or reject an appointment within two weeks of receipt of the appointment letter. All graduate assistants must report to the Office of Human Resources, Fiske Annex to fill out a W-4 and I-9 (proof of citizenship) form. To complete the I-9 form, the student must provide either a passport or **both** a driver's license (with photograph) and a social security card.
- Currently employed graduate assistants who seek a contract renewal must submit a new application. A student may not be employed for more than four (4) semesters as a graduate assistant. Professional behavior must be consistently demonstrated in order for an assistantship to be continued.

The 20 hour/week Assistantship

The graduate assistant must complete 300 hours of work each semester. On average, 20 hours of work will be completed between Monday and Friday from 8 a.m. and 5 p.m.
Stipend, Tuition & Fees: Each semester, the 20 hr/ wk graduate assistant will receive a stipend of \$2,000 and a waiver* of tuition and fees not to exceed \$5,000. The maximum benefit is \$7,000 per semester.

The 10 hour/week Assistantship

The graduate assistant must complete 150 hours of work each semester. On average, 10 hours of work will be completed between Monday and Friday from 8 a.m. and 5 p.m.
Stipend, Tuition & Fees: Each semester, the 10 hr/ wk graduate assistant will receive a stipend of \$1,000 and a waiver* of tuition and fees not to exceed \$2,500. The maximum benefit is \$3,500 per semester.

Stipend paychecks are issued every two weeks as long as timesheets are completed and submitted on time.

***Tuition and fee waivers** are non-transferable and may not be applied toward courses offered during the summer. The graduate assistant must pay registration and other minor fees.