



## Graduate Assistantship Application

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### Personal Information

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ School Email Address: \_\_\_\_\_

Personal Email Address: \_\_\_\_\_

How do you prefer to be contacted? Phone ☐ Email ☐

Academic Standing: First-Year ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate ☐

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Last Semester GPA: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_ Total Credit Hours This Semester: \_\_\_\_\_

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**Requirements:** All applicants must meet the following requirements to be considered; 1) complete a bachelor's degree with a minimum 3.00 GPA on a 4.00 scale, 2) be accepted into a graduate program, 3) remain actively registered in a graduate degree program and maintain a GPA of 3.00 or higher.

**Duties/Hours Required:** Part-time Graduate Assistants are expected to complete 10 hours per week or 150 hours per semester. Full-time Graduate Assistants are expected to complete 20 hours per week or 300 hours per semester. Assignments begin the first week of each semester and continue through the semester's end.

**Position Type Applying For:** Full-time ☐ or Part-time ☐

**Semester Applying For:** Fall ☐ or Spring ☐ Year: \_\_\_\_\_

**Are you available start the first week of each semester and continue through the semester's end?** Yes ☐ NO ☐

**Additional Application Requirements:** Please provide one professional letter of recommendation with application.

***\*Graduate Studies Policy Regarding GA and GI Positions:*** May not be employed by any other state agency or within any other employment category within the university. Graduate Assistants are not eligible for dual employment.

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## Graduate Assistantship Application

### Prior Work Experience

1) Job Title: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Duties: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Phone Number: \_\_\_\_\_

May we contact your supervisor?      Yes ☐    No ☐

2) Job Title: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Duties: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Phone Number: \_\_\_\_\_

May we contact your supervisor?      Yes ☐    No ☐

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### Questions

Why do you want to work at the Office of Victim Advocacy?

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What strengths or skills would you bring to the Office of Victim Advocacy?

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## Graduate Assistantship Application

Have you received any of the following trainings?

Title IX Training ☐

FERPA Training ☐

Bringing in the Bystander Training ☐

Have you completed any additional trainings you feel are relevant to this position?

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Please circle **three** adjectives that you feel best describe you:

Creative	Self-starter	Organized	Energetic	Team Player	People Person
Open-Minded	Motivated	Articulate	Charismatic	Outspoken	Quiet
Leader	Good Listener	Decision-Maker	Cultured		

Is there anything else you would like for us to know about you?

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**Available Hours to Work:** Office hours for OVA are Monday – Friday, 8:00 A.M. – 4:00 P.M. Staff meetings are held every Friday, between 9:00 AM – 11:00 AM (time subject to change).

Monday: \_\_\_\_\_

Tuesday: \_\_\_\_\_

Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_

Friday: \_\_\_\_\_

Saturday: \_\_\_\_\_

Sunday: \_\_\_\_\_

The Office of Victim Advocacy supports some evening and weekend events (i.e. RA programs, OVA presentations/initiatives, Accepted Students Day, Open House, New Student Orientation, etc.). GA is expected to support with evenings and weekends. Attendance at regular staff meetings required.



## Graduate Assistantship Application

### Application Check List:

- ☐ Completed Graduate Assistantship Application
- ☐ Resume/CV
- ☐ One Letter of Recommendation

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**Thank you for applying! Please return this application to the Office of Victim Advocacy, Willard DiLoreto Hall, Suite D305, or email to [L.Leggett@ccsu.edu](mailto:L.Leggett@ccsu.edu).**

**Questions can be directed to Lisa Leggett, Sexual Assault and Violence Prevention Specialist at [L.Leggett@ccsu.edu](mailto:L.Leggett@ccsu.edu) or 860-832-3796.**

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### Office Use Only

Interview Date: \_\_\_\_\_

Comments: