



Graduate Assistantship Application

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: _____

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 **two** professional letters 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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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 ☐

Questions

What interests you in the Graduate Assistant position with the Office of Victim Advocacy? How does this position align with your academic and professional goals?

Please describe any previous experience (paid, volunteer, or academic) related to advocacy, prevention education, or supporting students in crisis.



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

Have you received any of the following trainings? Yes ☐ No ☐

Title IX Training ☐

Sexual Violence Prevention Training ☐

FERPA Training ☐

Sexual Assault Crisis Counselor & Advocate Training ☐

Bringing in the Bystander Training ☐

Domestic Violence Crisis Counselor & Advocate Training ☐

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

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

Creative Self-Starter Organized Energetic Team Player Self-Aware
Open-Minded Motivated Articulate Charismatic Leader Good Listener
Decision-Maker Empathetic Reliable Respectful Supportive Adaptable
Calm Thoughtful Inclusive Compassionate Responsible Solution Oriented

For **one** of the adjectives circled, share an example of a time when you demonstrated that quality:

Is there anything else you would like 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 other Friday, between 9:00 AM – 11:00 AM (time subject to change). Please note that some OVA programs and events take place during evenings and weekends. Be sure to include your full availability, including evenings and weekends, when completing your application.

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.

Do you have any other commitments that might impact your availability? If yes, please share below: Yes ☐ No ☐

Application Check List:

- ☐ Completed Graduate Assistantship Application
- ☐ Resume/CV
- ☐ Two Letters of Recommendation (sent directly from recommender)

Thank you for applying! Please return this application to the Office of Victim Advocacy, Willard DiLoreto Hall, Suite D305, or email to or email to j.wagner@ccsu.edu.



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Office Use Only

Interview Date: _____

Comments: