

**Application for 2020-2021
University Graduate Assistantship Positions**

This application pertains only to the (base funded) University Graduate Assistantships awarded annually by the School of Graduate Studies. Guidelines and deadlines for other assistantships (awarded by College Deans, Financial Aid, Institutional Diversity, etc.) will be posted on the School of Graduate Studies website and the Warrior Jobs Network.

Department or Program Submitting Request:

Please refer to the following definitions as you complete your application (**definitions directly from the policy/procedure**):

- Graduate teaching assistants (GTA) serve an instructional role in a class or laboratory within a specific department, performing pedagogical (teaching) functions such as preparing lectures, conducting classes, student assignment evaluation, grading tests, holding student conferences, and assigning course grades.
- Graduate research assistants (GRA) assume research-oriented responsibilities such as library research, computer programming and analysis, fieldwork, laboratory experiments, scientific investigations, writing and editing material, and averaging grades.
- Graduate staff assistants (GSA) provide assistance to administrative staff or a specific department within the university by collecting, ordering, and interpreting various kinds of administrative data. A GSA may, for example, serve as an assistant athletic coach, assist at registration, help with departmental exhibitions, or work on various special projects. Additional activities may include attending seminars, doing library research, and organizing/facilitating conferences.

<https://www.winona.edu/policies/default.asp>

<https://www.winona.edu/policies/Media/3-10%20GA%20policy%20signed.pdf>

<https://www.winona.edu/policies/Media/3-10a%20GA%20procedure%20signed.pdf>

I. Positions Requested (Please list positions in priority order):

<i>Priority</i>	<i>Type of Position (GTA, GRA, GSA)</i>	<i>Brief Position Description/Title</i>
1		
2		
3		
4		
5		

Note: Given the small number of University Graduate Assistantships, please limit your requests accordingly.

II. Rationale for the Request(s)

Priority will be given to programs that have a high educational or professional development value to the graduate student; and have the potential to significantly enhance the scholarly productivity of department/program faculty/staff. Alignment with the university strategic planning efforts is highly encouraged.

<https://www.winona.edu/strategic-planning/master-planning.asp>.

Graduate assistantships simultaneously provide education-related employment and enrichment of professional development for eligible graduate students.

In a maximum of five pages, please respond to each question below. Applications that do not address each question will not be considered.

1. Please provide a description for the GTA/GRA/GSA positions requested above. This should include a description of the duties and expectations of the student who fills the position.
2. 2a. If this is a position filled previously, how did you evaluate the effectiveness of the position within the program and what were the outcomes? If the evaluation mechanism has been updated since the position was last filled, please provide a description (if necessary) along with a rationale for the changes.
2b. If this is a new position, how will you evaluate the effectiveness of the position within the program and what outcomes would you measure?
3. How will this position benefit the department and/or college? Please include how this position fits with the goals of the program/department/college.
4. How will this position contribute to the student's professional growth?
5. How will this position help your graduate program meet your enrollment goals?
6. How will this position capitalize on strengths or emerging opportunities, and/or address any program weaknesses?
7. What is your plan to evaluate and give feedback to the GTA/GRA/GSA?

III. Signatures:

Department Chair/ GA Supervisor: _____ Date: _____
_____ Approve (priority) _____ Deny

College Dean/ Department Supervisor: _____ Date: _____
_____ Approve (priority) _____ Deny

Please submit your application to your College Dean's office by **Friday, October 25, 2019**. College Deans will forward applications to the School of Graduate Studies by **Friday, November 8, 2019** and allocations will be announced by **December 13, 2019**.