NOTE: All textboxes are limited to approximately 500 words (3000 characters). Please review responses and ensure these fit as appropriate.

Basic formatting: bold, italics, bullets SHOULD transfer, but it is better to prepare your response in as plain a text style as possible.

There is no way to start the application and save, the committee recommends gathering all information using the template provided here and then transferring it into the online form.

**Graduate Assistantship Application Required Information**

Faculty Name: [short text open response]

Email: [short text open response]

College:

[drop down options, only select one]

Department: [short text open response]

Select the category of position applied for, **you may only select one**: [check box]

**Graduate Assistant (GA):** General work duties. Graduate Assistantships facilitate the education of the student and provide an additional graduate level learning opportunity for the student.

**Teaching Assistant (TA):** Assist faculty with teaching duties. Teaching Assistantships facilitate the education of the student by providing opportunities for the student to gain experience in teaching related activities. These assistantships are to assist supervising faculty with teaching responsibilities to allow for time spent pursuing scholarly activity and high quality professional development.

**Research Assistant (RA):** Assist faculty with research activities. Research Assistantships facilitate the education of the student by providing opportunities for the student to gain experience in research related activities. These assistantships are to assist supervising faculty with scholarly activity and high quality professional development projects.

Select the status of the position applied for, **you may select only one**: [check box]

**Full time:** Stipend for 320 hours (20 hours per week) and 12 graduate credit hours of tuition remission

**Half time:** Stipend for 160 hours (10 hours per week) and 6 graduate credit hours of tuition remission

**Other, Specify:** [Optional short text box]

**Nature of Work**

Describe the work accomplished by the position. Indicate any variation in tasks, interpretation of information required for position, and level of training, skill, or experience required.

[500 word/3000 character max – no minimum]

**Benefit to the Student**

Describe how completion of the tasks required for the position will benefit the student.

[500 word/3000 character max – no minimum]

**Common Tasks**

Describe specific tasks required for position. For each selected, indicate to what extent the position requires any of the following:

* providing specific information;
* drafting replies to inquires;
* advanced accounting and related business process tasks
* conducting lab or work group sessions focused on the review or application of course materials
* grading short essay assignments for accuracy and completeness
* assessing performance or progress

[500 word/3000 character max per box– no minimum] NOTE: If your position does not require any of these skills, by Department of Labor definition this is student employment and by UF policy is not funded by this committee.

Select any of the following that the position requires, you may select more than one. [check box]

Evening, weekend, and break hours

Completion of specific coursework

GPA of 3.2 or above?

None Apply

Specify: [500 word/3000 character max per box– no minimum]

**Knowledge, Skills, and Abilities**

Select any of the following that the position requires and explain as needed, you may select more than one. For each selected specify: [500 word/3000 character max per box– no minimum]

Ability to understand, interpret, apply, and communicate information within a specialization

Ability to apply limited analysis to complete general position functions

Completion of coursework, certification, or field certification

Operation of moderately complex equipment/tools

NOTE: If your position does not require any of these skills, by Department of Labor definition this is student employment and by UF policy is not funded by this committee.

**Problem Solving and Decision Making**

Describe the problem solving and decision making skills required for the position. Indicate the level of independent judgement, information gathering and/or reviewing, and analysis of facts required.

[500 word/3000 character max per box– no minimum]

**Interactions**

Describe the type of interactions required for the position. Indicate to what extent this contact involves giving or obtaining information (including exchanging advice and options) and if common business courtesy, tact, discretion, and some persuasion may be required.

[500 word/3000 character max per box– no minimum]

**Benefit to Faculty, Department, College, and University**

Describe how the position will benefit faculty, department, college, and university.

[500 word/3000 character max per box– no minimum]

**Impact**

Describe the extent that actions and decisions made by this position affects the immediate work group and areas beyond the immediate functional area.

[500 word/3000 character max per box– no minimum]

**Supervision**

Supervision Given: Describe how supervision is given by this position (who will the student supervise and at what level?).

[500 word/3000 character max per box– no minimum]

Supervision Received: Describe how supervision is received by this position. Explain how the work schedule is set (and by whom); indicate how (if at all) this position will give feedback to the supervisor on the efficiency of the tasks and program connected to the position.

[500 word/3000 character max per box– no minimum]

**Method of Evaluation for Above Activities**

In addition to the required mid-year evaluation form, explain what evaluation method will assess the activities for the position and consequences if the parameters are not met. [LONG text box – indicate max characters]

Attach any forms used for evaluation [Attachment]

**Other forms are not required and will not be reviewed as part of the application.**