Purpose:
The purpose of this graduate assistantship (GA) is to enhance your graduate experience through project work and research for the Business Division. The Division Chair and/or faculty will provide guidance during your GA experience.

Application Process:

- Applicants must complete the Graduate Assistantship Application by each semester deadline—July 15 (Fall 2009 Semester) and November 15 for (Spring 2010 Semester);
- Applicants must submit application to Financial Aid who will forward all applications to the Graduate Program Division Chair for his/her selection for each semester. The selected student is subject to a Criminal Background Check.
- Graduate Assistants may receive the assistantship for a maximum of two semesters.

Graduate Assistantship Duties:

It will be the responsibility of the GA to assist the Division Chair with accreditation preparation; articulation agreements, program expansion, development of rubrics, analysis of survey results, recruiting, and curriculum changes. This assistantship will not be considered a clerical position, but one that provides substantive assistance to the Business Division. The GA will be expected to participate in division meetings and initiatives.

Time Commitment:

The expected time commitment is 8 hours per week on average for a ½ time appointment and 15 hours per week for a full-time appointment. Depending upon the assignments, the GA will be required to spend time in the Division Chair’s office. There may be times, however, when work may be completed online, telecommunicating or attending recruiting events.

Professional Expectations:

You will be a representative of the Business Division. You will be expected to:

- maintain good standing in the MBA program
- complete work assignments in a timely manner
- be on time during work hours
- demonstrate professionalism when communicating with peers and faculty

Graduate Assistant Supervision:

- The Division Chair is responsible for supervising the Graduate Assistant.
- Supervision is aided by required submission of a Task List and Work Hours Log given to the supervisor by the end of each month of the semester.
- The supervisor will complete a Mid-term Evaluation to ensure that the Graduate Assistant is meeting the assignment objectives, as well as an End-of-Semester Evaluation providing summative documentation of the work accomplished, its quality, and timeliness.