

# HOW TO APPLY FOR A GRADUATE ASSISTANTSHIP

## Anthropology Graduate Program Assistantships

The department has several graduate assistantships available. Students should apply for an assistantship at the same time that they apply to the MA Anthropology program. The deadline for program applications is February 15 for fall admission and October 15 for spring admission.

To be eligible for consideration, students must check the box on the Anthropology program application that says “Check this box to apply for a graduate assistantship position in the Anthropology department.” The letter of reference forms required for admission to the MA program specifically request that referees assess the ability of the student to serve as a teaching assistant.

Award of an assistantship is not made until after admission to the department graduate program. The following criteria are normally used for awarding assistantships: (1) academic grade point average, (2) letters of recommendation, and (3) other evidence of professional promise. Preference is given to students who are admitted to regular, rather than provisional graduate status. Financial need is not a consideration in awarding graduate assistantships.

The Department of Anthropology has a limited number of G.A. positions (seven 10-hour G.A. positions). Faculty and the department head actively search for financial support of graduate students, either through grants, other campus programs, etc. Therefore, it is in your interest to apply for a G.A. position. These applications provide the department with the pool for which we continue to advocate and support.

## Graduate School Fellowships and Assistantships

The graduate school lists several fellowships and awards for student support on their webpage. Generally, these fellowships require a match from the department. Students cannot apply for them independently and must be nominated by the faculty.

<http://gradschool.nmsu.edu/gradschool/announcements.html>

If you meet the eligibility requirements for any of the awards, please notify the anthropology graduate advisor before **February 1<sup>st</sup>**.

## Graduate Assistant Responsibilities

Full-time assistantships are 20 hours per week. Half-time assistantships are 10 hours per week. All graduate assistants must be enrolled full time for nine credit hours. Graduate assistants are awarded in-state tuition rates. Salaries are posted on the Graduate School’s web pages. Work assignments are developed through joint consultation among the department head, faculty members, and graduate assistants. All Graduate Assistants are expected to develop a work schedule, including regular office hours. Each Graduate Assistant should apprise the department of this schedule each semester.

## Tenure and Renewal of Graduate Assistants

Assistantships are awarded for one academic year (9 months), except in special cases when an award is specified for one semester. The faculty review all graduate assistantship applications after **February 15<sup>th</sup>** to choose assistantships for the following academic year. Assistantships may be renewed for a second academic year, but there is no guaranteed support for two years. In all cases, departmental support is limited to two academic years (4 semesters). Renewal of an assistantship is not automatic. Therefore, all students must reactivate an application to be considered for a graduate assistantship award in their second year by emailing the anthropology graduate advisor before February 15th.