



College of Health & Social Services

Department of Health Science

MSC 3HLS

New Mexico State University

P.O. Box 30001

Las Cruces, NM 88003-8001

Tel: 575-646-4300, fax: 575-646-4343

www.nmsu.edu/~hlthdpt

APPLICATION FOR A GRADUATE ASSISTANTSHIP

ALL APPLICATION MATERIALS HAVE A SPECIFIED DUE DATE. PLEASE SEE THE "PROSPECTIVE STUDENTS" SECTION LOCATED AT <http://www.nmsu.edu/~hlthdpt> FOR A LIST OF ALL DUE DATES

I wish to apply for a GRADUATE ASSISTANTSHIP with the ON-CAMPUS Master of Public Health (MPH) in Community Health Education Program at New Mexico State University. I understand that only ON-CAMPUS graduate students are eligible for MPH graduate assistantships.

I understand the following:

- 1) If I am awarded a graduate assistantship, this will make me eligible for in-state tuition even if I am classified as an out-of-state student.
- 2) I can be awarded either a 10-hour per week assistantship or a 20-hour per week assistantship, dependent on my interest and availability, and also upon the availability of departmental funds and need. A stipend is paid for each graduate assistantship, and the rate is determined by the NMSU graduate school.
- 3) Graduate assistantships are awarded one semester at a time. Renewal of graduate assistantships are dependent on my job performance, faculty recommendation, a satisfactory evaluation by the academic department head at the end of each semester, and the continued availability of departmental funds.
- 4) The Department of Health Science is under no obligation to continue my graduate assistantship for successive semesters.
- 5) The maximum length of time that graduate assistantships can be received is typically 2-years.
- 6) All new graduate assistants are required to attend (in-person) a graduate assistantship orientation at the New Mexico State University campus in Las Cruces, date and time to be specified.

GENERAL INFORMATION

NAME:

_____ (Last) _____ (First) _____ (Middle)

Daytime telephone: _____ Message Phone: _____

Email address: _____

CURRENT MAILING ADDRESS:

_____ (Street or PO Box)

_____ (City) _____ (State) _____ (Zip Code)

PERMANENT MAILING ADDRESS:

_____ (Street or PO Box)

_____ (City) _____ (State) _____ (Zip Code)

Are you a Returning Peace Corp Volunteer? _____ Yes _____ No

Preference for type of assistantship: _____ Teaching _____ Research

Describe below why you are interested in the above type of assistantship:

Describe below the unique skills/experience you have which you believe have prepared you well for undertaking this type of assistantship.

Describe below any extenuating circumstances affecting your level of financial need.

I attest to the validity of the above information. I understand that, if awarded a graduate assistantship, it may be revoked at any time for providing falsified information.

(Signature of Applicant)

(Date)

Note: Please return your completed application to the address below, with a copy of your professional vita or resume.

Department of Health Science
Health & Social Services Building
1335 International Mall
PO Box 30001, MSC 3 HLS
Las Cruces, NM 88003
Telephone: 575 646 4300
Fax: 575 646 4343

Dept. web site: <http://www.nmsu.edu/~hlthdpt>

TYPES OF GRADUATE ASSISTANTSHIPS

Graduate Teaching Assistantship

A graduate teaching assistant is a graduate student appointed part-time (.25 or .50 FTE) by the assistant's department. The graduate teaching assistant's primary responsibility is in an instructional*

capacity, teaching three (3) credit hours constituting ½ of the student's required duties. Graduate teaching assistants may lecture, lead discussion groups, serve as an assistant to laboratory classes, tutor students, proctor examinations, grade tests and papers, evaluate textbooks for adoption, and provide general assistance in the instructional process under the direct supervision of a faculty member. Graduate students with relevant prior teaching experience may be allowed to be the primary instructor. A full time graduate assistant may be assigned twenty (20) hours per week during the academic year.

Graduate Research Assistantship

A graduate research assistant is a graduate student appointed part-time (.25 or .50 FTE*) by the assistant's department. The graduate research assistant's primary responsibilities are research related. Graduate research assistants may assist faculty members in research and creative activities, perform administrative or editorial duties directly connected to research and creative activities, develop and evaluate instructional materials and/or curricula, or assume responsibilities for a designated research area under the direct supervision of a faculty member. A full time graduate assistant may be assigned twenty (20) hours per week during the academic year.

Note: International students are eligible to receive a graduate assistantship. If funding for the graduate assistantship comes from the New Mexico State General Fund, the student must be a "regular" student. International students must have a current Social Security number in order to be employed at NMSU. Prior to the semester in which a teaching assistantship will be received, international students must complete the International Teaching Assistant Screening exam that is offered by the Communication Studies department of New Mexico State University. Students who pass the screening exam are eligible immediately for a teaching assignment. Those that do not pass the screening exam must enroll in and successfully complete Communications 485 (COMM 485) in order to be hired as a graduate assistant.

(From the current NMSU Graduate Catalog)

**FTE = full-time equivalent*