

**Center for Community
Office of the Dean of Students
GRADUATE ASSISTANTSHIP**

The Office of the Dean of Students at the State University of New York at Geneseo offers a Graduate Assistantship to a highly qualified, motivated student who is enrolled in at least three graduate credits of coursework at the College. The details of the assistantship are:

1. Applicants must be registered for at least 3 graduate credits, hold a Bachelor's Degree, and be eligible for application to a Master's level program at Geneseo. The Guide to Graduate Studies should be consulted for admission requirements. [If applicant has not already been admitted to an appropriate program, credits taken in a non-matriculated status will be considered.]
2. Assistantships require at least part-time study at the Master's degree level. The awards are normally for one academic year beginning in the fall semester, although semester by semester assistantships are available. The recipient usually receives (a) a waiver of tuition for one course and (b) a yearly stipend of approximately \$8,247. Students eligible for tuition assistance awards (TAP) will be issued a tuition waiver in the amount of tuition costs, less any tuition assistance award. One semester assistantships will be pro-rated.
3. The assistantship will require the student to work approximately twenty hours per week. Specific work assignments are made by the Director of New Student Programs.
4. Applications should be completed by January 30.
5. Decisions will be made by February 1.

All inquiries and materials should be sent to:

Director of New Student Programs
SUNY Geneseo
1 College Circle
MacVittie College Union 354
Geneseo, NY 14454
Phone: (585) 245-5852
Email: Harvey@geneseo.edu

Applications must include:

1. Application information (see page 2)
2. Current résumé or vita
3. Contact information for 3 references.
4. Official transcript (Geneseo undergraduate students do not need to supply a transcript)
5. A letter of interest describing your interest in working with Orientation and First-year programs, and highlights your previous experiences, and what you hope to gain from an Assistantship.

Application Information

Please provide the following information on a separate sheet. Application information must be typed.

1. Full name
2. Permanent address and phone number
3. Local address and phone number
4. Date of birth
5. Gender
6. Undergraduate Institution
7. Undergraduate Degree
8. Undergraduate GPA (major and overall)
9. Professional goals