Radford University
Graduate Assistantship Application

Office of Graduate Affairs
Whitt Hall; PO Box 6928
Radford, VA 24142
Phone 540-831-5431
gradaffairs@radford.edu

19 R 10 RADFORD UNIVERSITY

To be eligible for an assistantship, students must be admitted to a degree-seeking program and enrolled in 9 <u>graduate</u> credit hours per semester.
AN ELECTRONIC RESUME IS REQUIRED FOR ALL GRADUATE ASSISTANTSHIPS.

All assistantships are awarded on the basis of merit at the discretion of your program. An application does not guarantee a position. Please contact your program for further information.

Please email this application along with your electronic resume to: gradaffairs@radford.edu (see next page for instructions)

Required Information

PERSONAL INFORMATION (please type or print clearly)				
Date:* (m/d/yyyy)		RU Student ID # (if known) :		
Name: (First)*	(Middle)*		(Last)*	
Permanent Telephone: *(area code)		Local Telephone: (area code)		
Email Address: *				
Current Address:				
City:	State:	Country:		Zip:
RU Graduate Degree Program: *				
Undergraduate Major:				
Previous Graduate Degree/Courses:				
Undergraduate Institution(s):				
Degree Received:				
Date Received (mm-yyyy):		Undergrad GPA:		
If presently in a graduate program at RU, hours needed after this term to complete your degree:				
Anticipated Graduation Date (mm-yyyy):				
Have you ever had a Graduate assistantship at Radford University? (Check one): No ☐ Yes ☐				
If "yes," in which office or department did you work?				
Applying for assistantship in what year?	Fall (yyyy): *	Spring (yyyy): *	Summer (yyyy): *	
In order to obtain an assistantship for the *academic year* you MUST be enrolled for **9** <u>graduate</u> credit hours.				
Credit Hours Fall –		Credit Hours Spring –		
If you are applying for a summer assistantship you MUST be enrolled for 6 **graduate** credit hours (any combination of Maymester, Summer I, II, III.) How many graduate credit hours will you be enrolled in summer? *				
Do you have expertise with any of these computer software programs? (Check all that apply):				
Microsoft Excel ☐ Microsoft Word ☐ Microsoft Power Point ☐ Microsoft Publisher ☐ Prezi ☐				
Microsoft Outlook ☐ Microsoft Access ☐ Adobe Photoshop ☐ Adobe InDesign ☐ Breeze ☐				
Are you a citizen of the United States? (check one): Yes ☐ No ☐				
If not, what is your present status?				
What type of International Visa do you hold or seek?				
International phone number:				

Work and Volunteer Experience
You MUST attach your electronic resume along with this application in word or pdf file format.
Go to:https://www.radford.edu/content/career-services/home/students/resumes-coverletters.html for how to write a resume

(Continued on next page)

Other

For purposes of compliance with the Immigration Reform and Control Act, are you legally eligible for employment in the United States? (**Check one**): Yes☐ No☐ Under the Immigration Reform and Control Act of 1986, you will be required to fill out a certification form verifying your identity and that you are eligible to be employed. Further, you will be required to provide documentation to that effect should you be offered a position.

Certification   (m/d/yyyy) ☐

By submitting this application, I hereby certify that all entries and attachments are true and complete, and I agree and understand that any falsification and information herein, regardless of time of discovery, may cause forfeiture on my part to any employment in the service of the State of Virginia.

Once you complete this application, you need to save it in a pdf file format before you can submit it.
Please NAME your assistantship application file in this fashion:
Lastname_Firstname GA App.pdf
(Example: Buck_John GA App.pdf)

You MUST attach your electronic resume along with this application in word or pdf file format.
Please NAME your resume file in this fashion:
Lastname_Firstname_Program_Resume.doc (or .docx)
(Example: Doe_Jane_MBA_Resume.docx)

*Electronically submit this application & your resume to:
gradaffairs@radford.edu

If you have any questions, please email the address above or call:

Michele Ralston
Graduate Assistantship Coordinator
College of Graduate Studies
Radford, VA 24142
Phone: (540) 831-6295

*The Office of Graduate Affairs does not accept paper assistantship
applications or resumes.*