COLLEGE OF EDUCATION & HUMAN SERVICES
MASTER OF SCIENCE ADMINISTRATION
CENTRAL MICHIGAN UNIVERSITY

GRADUATE ASSISTANTSHIP APPLICATION
SPRING 2025

MSA Program
EHS 334, Central Michigan University
Mt. Pleasant, MI 48859
Phone (989)774-6525/Fax (989)774-2575
E-mail: msa@cmich.edu

MSA Graduate Assistantship Information

To be eligible for an assistantship, a student must be admitted to the MSA Program with a regular admission. Students who have concurrent or accelerated admission status may be appointed as graduate assistants. Other hiring criteria may be determined by the department or office responsible for the assistantship. You are required to take at least 6 credit hours of coursework each semester during your graduate assistantship.

Administrative graduate assistants may work with both academic and nonacademic units. Duties will vary, but may include gathering, organizing, and analyzing information, implementing and evaluating programs, and recruitment events. This position does not include teaching or research.

MSA Requirements:

- ❖ Only complete graduation assistantship applications will be considered.
- ❖ GPA is important, but a well-written cover letter and resume will carry weight.
- ❖ Admission to the MSA program on the main campus
- ❖ Graduate Assistants are required to take courses on main campus.

MSA Graduate Assistantships are quarter time ONLY!

As a quarter-time GA, your financial benefit is as follows (estimates only):

- ❖ Stipend - approximately $1400/academic semester
- ❖ Tuition benefit = 3 credit hours per semester
- ❖ You will work 5 hours per week on the main campus.
- ❖ You will be billed at the in-state tuition rate for your remaining credits of that semester.

Application Instructions

The MSA Graduate Assistantship Committee will review applications after the October 1**8**, 2024, deadline. Decision letters we be sent out at the end of December 2024.

E-mail the completed application form, cover letter, resume, on-campus student check list, and provide one reference to msa@cmich.edu.

1. Please fill in the following information:

Name	
Student ID#	
MSA Concentration	

2. Attach a cover letter (1-2 pages). Here are some examples of topics that might be included in your letter. Write to the topics most relevant to your experience.
    a. Describe your leadership style and any administrative experiences.
    b. Provide examples of projects/experiences of leading and/or working with groups/teams.
    c. Give some examples of times when you took initiative.
    d. Give examples of using soft skills: problem-solving, decision-making, time management.
    e. Relevant volunteer experience you may have in the field.

3. Attach a resume.
    a. Tips
        i. Be clear and concise.
        ii. Be sure to proofread your resume for spelling and grammar.
        iii. <u>Do not include the following</u>:
            1. Photos
            2. Religious preference/marital status/gender
            3. Hobbies

4. Fill out the on-campus student check list form found on our web page: https://www.cmich.edu/academics/colleges/college-education-human-services/departments/masters-of-science-administration/msa-graduate-assistantships

5. Provide one professional reference.
    a. A professional reference should be from an individual who can speak to your work ethic and relevant experience, such as supervisors or faculty.

Please fill in the following information:

Name of Reference	
How does this reference know you?	
Contact email for reference	

6. Please rate yourself on the following skills. Place an ☒ in the appropriate boxes to rate your experience for each skill. Desired skills will vary with each graduate assistantship assignment.

Skill	No experience	Novice	Intermediate	Advanced
Organizational skills				
Time Management				
Public Speaking				
Data Analysis/spreadsheets				
Social Media Management				
Writing/editing skills				

Please check the box to complete the application form.

☐ By checking this box, I certify that all the information provided on the application form, resume, cover letter and letter of recommendation is true, complete, and accurate to the best of my knowledge.