

CHEPS GA APPLICATION

(Priority Deadline is April 2nd)

PLEASE TURN INTO THE CHEPS DEAN'S OFFICE HUNTER 215. THANK YOU!

LAST NAME: _____ FIRST NAME _____

UTC ID: _____ PERSONNEL # (IF AVAILABLE): _____

ADDRESS: _____

PHONE: _____ EMAIL ADDRESS: _____

GRADUATE PROGRAM (MUST BE FULLY ADMITTED): _____

TYPE OF DEGREE: _____

HIRING COLLEGE OR NON ACADEMIC UNIT: CHEPS

RESIDENCY: IN STATE OUT OF STATE GPA: _____

SEMESTER APPLYING FOR (YEAR, SEMESTER): _____

I WILL ONLY ACCEPT:

FULL TIME (20HRS WEEK) PART TIME (10HRS WEEK) I WILL ACCEPT FULL OR PART TIME

NUMBER OF HOURS ENROLLED: _____

NUMBER OF HOURS REQUIRED (PART TIME 6 HRS; FULL TIME 9 HOURS): _____

NEW OR RETURNING GRADUATE ASSISTANT: NEW RETURNING

HAVE YOU EVER WORKED FOR UTC PAST OR PRESENT? YES NO

IF YES PROVIDE THE FOLLOWING INFORMATION:

TYPE OF EMPLOYMENT: _____ NUMBER OF HOURS WORKED/WEEK: _____

SUPERVISOR'S NAME: _____ PHONE#: _____

AS A GRADUATE ASSISTANT, YOU ARE OBLIGATED TO REPORT TO THE HIRING DEPARTMENT, CURRENT, OR FUTURE EMPLOYMENT AT UTC. FAILURE TO REPORT OTHER EMPLOYMENT MAY JEOPARDIZE CONTINUATION OF A GRADUATE ASSISTANTSHIP. FOR ADDITIONAL INFORMATION REGARDING GRADUATE ASSISTANTSHIPS, PLEASE SEE: <http://www.utc.edu/graduate-school/student-resources/assistantships.php>

AUTHORIZATION OF INFORMATION RELEASE: I AUTHORIZE THE RELEASE OF MY ACADEMIC RECORDS FOR USE BY THE HIRING PROGRAM/OFFICE AND THE GRADUATE SCHOOL.

SIGNATURE: _____ DATE APPLICATION SUBMITTED: _____

REQUIRED ATTACHMENTS: A RESUME OR ADDITIONAL INFORMATION THAT INCLUDES RELEVANT TEACHING, RESEARCH, OR OTHER EXPERIENCE APPROPRIATE TO THE GRADUATE ASSISTANTSHIP POSITION

INSTRUCTIONS FOR SUBMISSION: PRINT THIS COMPLETED FORM, SIGN AND ATTACH RESUME OR ADDITIONAL DOCUMENTS. THEN SUBMIT TO THE HIRING PROGRAM/OFFICE WHERE THE ASSISTANTSHIP IS LOCATED.

ITEMS TO BE COMPLETED BY DEPARTMENT:

TYPE: TEACHING RESEARCH ADMINISTRATIVE PROFESSIONAL SERVICES

Area Preferred:

(Challenger Center, HHP, INTD, NURS, OT, PT, EDUC, SOCW)

1st Choice _____

2nd Choice _____

3rd Choice _____

No Preference

Preference/Type of Position Applying For: Teaching or Research

1st Choice _____

2nd Choice _____

No Preference

Computer and Other Skills

Word

Excel

Power Point

Publisher

Website

End Note

Explorer

Adobe Forms

Statistical Analysis

Grants

Photoshop

Please describe your level of experience and give specific examples:

Teaching/Tutoring

Please describe your level of experience and give specific examples:

Research

Please describe your level of experience and give specific examples:

Writing/Editing

Please describe your level of experience and give specific examples:
