DEPARTMENT OF EDUCATIONAL LEADERSHIP AND POLICY
Graduate Assistant Application Procedure

The Department of Educational Leadership and Policy has a limited number of graduate assistantship opportunities per academic year. Students wishing to be considered for a departmental assistantship must formally notify the department by completing the application on the reverse side of this form. Normally assistantships are awarded to doctoral candidates, but exceptions are considered on a case-by-case basis. To be considered for an assistantship, the following conditions must apply:

1. A Graduate Assistantship application must be submitted to the ELP Department, 468 Baldy Hall, Buffalo NY 14260 or brfisher@buffalo.edu by March 15th.

2. You must be a current doctoral student in the ELP Department or have received an offer of acceptance to the EDA, HED or SPF doctoral program. Students who are making initial application to a doctoral program in ELP and are interested in a Graduate Assistantship are encouraged to complete the application for admission in a timely manner so that an admission decision can be made prior to the above deadline date. Otherwise you will not be eligible to be considered for a GAship.

3. Students will be required to be registered for full time study or be eligible for Certification of Full Time Status.

4. In accordance with University at Buffalo regulations, it is expected that Graduate Assistants will not be engaged in paid employment outside the University.

After the March 15th deadline date, a committee will review each student's completed portfolio and make final recommendations for awarding an assistantship. Letters of award, or rejection, will be sent out in early April. Students awarded a graduate assistantship are also awarded a stipend along with a tuition scholarship for up to 12 credit hours of study per semester (as a graduate assistant, nine (9) hours is considered full time). It is expected that students will work 20 hours per week in professional activities which will generally relate to their program of study. In some cases, however, students will be assigned to an area other than their own area of study. The Department assigns the job responsibilities and office space will be provided. Assistantships are normally granted for two academic years and continuation of an assistantship is contingent upon solid job performance as well as satisfactory academic progress toward your graduate degree.
GRADUATE ASSISTANTSHIP APPLICATION
(due in the ELP Department by March 15th)

Date: ______________ Program Area: ____Higher Education
       ____Ed Administration
       ____Social Foundations

Email Address: ____________________________________________________________

Name: ____________________________________________________________________

Current Address: __________________________________________________________
                 ________________________________________________________________

Permanent Address: _______________________________________________________
                   ________________________________________________________________

Phone: (H) ______________ (O) ______________ (C) _________________________

Work Experience: _________________________________________________________

Personal Statement: (Please write a brief statement describing your educational and occupational goals. Include any information which you think is important in support of your assistantship application - attach a supplementary sheet if necessary)

In accordance with federal and state laws, no person in whatever relationship with the University at Buffalo, shall be subject to discrimination on the basis of age, religion or creed, color, disability, national origin, race, ethnicity, sex, marital or veteran status.