

*School Of Graduate Studies  
The University of North Carolina at Pembroke*



*Graduate Assistantship Application*

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*The Program:*

Graduate students at The University of North Carolina at Pembroke have the unique opportunity to work with professionals in a variety of disciplines and assignments through a Graduate Assistantship. In addition to gaining valuable professional experience, participating in stimulating course offerings, and receiving a stipend, graduate assistants are in a position to contribute significantly to their own intellectual development and to the University community as a whole.

*General Information:*

Subject to the final approval of the Dean of the School of Graduate Studies, the University of North Carolina at Pembroke offers a limited number of graduate assistantship to highly qualified graduate students. Graduate students seeking an assistantship are required to meet these criteria:

- Graduate assistants must be formally accepted into a master's program by the School of Graduate Studies of the University of North Carolina at Pembroke. Special admission, enrichment, and visiting students are not eligible without expressed written permission from the Graduate Dean.
- Graduate assistants are required to be full-time graduate students and carry a minimum of nine (9) graduate credit hours per semester to be considered for employment. Graduate assistants in their final semester may request to take a reduced course load, which is subject to approval by the Graduate Dean.
- Graduate assistants must be academically qualified for the proposed assistantship position.
- Continuing students must have at least a 3.0 cumulative GPA.
- Graduate assistantships are generally 20 hour/week assignments during the fall and spring semesters.
- Students with an assistantship may not accept any other employment without prior approval of the Department Chair, Program Director, and the Dean of Graduate Studies.
- Graduate assistants must submit all of the required employment paperwork by the specified due dates.
- Graduate assistants must abide by all policies adopted by the UNCP Graduate Council regarding graduate assistants.

Currently, graduate assistantship appointments may provide a stipend of up to a maximum of \$3,000 per semester (\$6000 per year) for 20 hours of work per week. Payment to graduate assistants are made through the payroll system/Central Payroll of the University with applicable tax deductions. Tuition scholarships may be awarded competitively to the most qualified graduate assistants. Tuition award funds may not be used to pay University fees, and the amount usually is not sufficient to cover full tuition. All payments (e.g., tuition, activity fee, health fees) remain the responsibility of the graduate assistant and are due and payable at the beginning of each semester.

If a graduate assistant resigns, is dismissed, or is otherwise unable to work the required number of hours, the stipend will be prorated, based on the amount of time worked. The tuition award (if applicable), will be rescinded. While scholarships and assistantships may be renewed, all appointments end with the close of the spring semester each year. In general, graduate assistants are not offered employment during the summer months.



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**Applicant's Printed Name:** \_\_\_\_\_  
Last First Middle Initial

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**References** (List three that we may contact.):

Name	Title	Work Address	Relationship to You	Phone Number

List any honors or awards you have received:

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Describe all relevant work experience(s): (e.g., computer software, counseling, research)

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**Applicant Verifications:**

- I have attached a current and up-to-date professional resume to this *Graduate Assistantship Application*.
- I attest that the information on my resume is correct and accurate.
- I attest that the information on this application is correct and accurate.
- I will inform the School of Graduate Studies if any of the information that I have provided changes.
- If I am offered an assistantship, I will not accept any other employment without prior approval of the Department Chair, Program Director, and the Dean of Graduate Studies.
- If appointed, I will complete as least nine (9) semester hours of graduate course work each semester (15 hours for students in the Master of Social Work program), work for the number of hours each week as specified on my contract, and assist the department/unit as directed by my assigned supervisor.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date