GRADUATE ASSISTANTSHIPS

Gardner-Webb University has a limited number of on-campus assistantships available for which you may apply. Each assistantship provides tuition remission for up to 18 graduate hours per year as well as a grant for $5,500 for a full year contract (fall, spring, and summer terms). The annual graduate student parking permit is also issued without charge to graduate assistants.

The duties of a graduate assistant are as follows:

1. Work twenty hours per week for forty weeks, performing duties as assigned.
2. Follow the academic schedule in service related to assistanships (unless a different but equivalent schedule is arranged by the supervisor at the time of hiring).
3. Do not accept additional work responsibilities assigned by any other department of the university.
4. Fill out an evaluation form yearly.

Graduate assistants are expected to be committed to the Christian principles and values on which the university is based.

In order to be eligible for the award, you must be a provisionally or fully admitted graduate student ("applicant status" is not sufficient) carrying a full academic load (at least one course each semester, including summer terms). The departments select the recipients of these assistantships.

Outside employment must not interfere with the performance of duties of the graduate assistantship and may be a factor in hiring decisions.

If you are interested in being considered for an assistantship, please fill out the accompanying form and send it to:

Associate Provost for Professional and Graduate Studies
P.O. Box 997
Gardner-Webb University
Boiling Springs, NC 28017

or

Fax to (704) 406-3147

It will then be forwarded to the appropriate department for action, when a position is available.

(Further inquiries may be directed to Dr. Franki Burch, fburch@gardner-webb.edu, (704-406-3522)
APPLICATION FOR GRADUATE ASSISTANTSHIP

Date: ____________________________________

(Note: Application is active for one year. Please reapply if not employed and still interested after 12 months. Also, please notify the Associate Provost for Professional and Graduate Studies if at any time prior to employment you wish to remove your application from consideration.)

Name: _________________________________________________  Student ID#: ___________________

Address: ______________________________________________________________________________
_______________________________________________________________________________________

Phone (Home): ________________________________  (Cell): ___________________________________
(Work): __________________________________  Email: _____________________________________

Semester You Plan to Enroll in the Graduate Program: _______________________________________

Graduate Program Area: ________________________________________________________________

ASSISTANTSHIP(S) FOR WHICH YOU WOULD LIKE TO BE CONSIDERED:

____ Academic Advising  ____ Learning Assistance Program
____ Athletic Compliance  ____ Noel Center for Disability Resources
____ Athletic Training (2)  ____ Online Programs
____ Athletic Marketing and Promotions  ____ Operations Support
____ Broyhill Adventure Course  ____ School of Divinity-Academics
____ Business Division (Campus Shop)  ____ School of Education
____ Business Division (Controller & Payroll)  ____ School of Psychology and Counseling
____ Church Relations (CSO/Ministerial Board)  ____ Soccer (Men’s)
____ Field-Based Experiences (Teacher Education)  ____ Soccer (Women’s)
____ Football (2)  ____ Softball
____ GEM Program  ____ Sports Information
____ Global Missions Resource Center  ____ Strength and Conditioning
____ Golf  ____ Swimming
____ Graduate Admissions  ____ Technology Services (Computer Lab)
____ Graduate School of Business (2)  ____ Tennis
____ Health, Sport, and Physical Education  ____ Wrestling
____ Hunt School of Nursing  ____ Writing Center

Please attach the following: (1) Resume  (2) Copy of letter of acceptance to your graduate program (If not yet received, submit as soon as you recieve it. NOTE: You cannot by hired as a graduate assistant unless you have been accepted to and are enrolled in a Gardner-Webb graduate program. “Applicant status” is insufficient.)

FOR OFFICE USE ONLY

Date/Position HIRED _________________________

Date of Acceptance to Graduate Program _____________  Date of Enrollment in Graduate Program _____________

Application Sent to Department – Date/Supervisor’s Name: