2017-2018 MASTER-LEVEL GRADUATE ASSISTANT APPLICATION

Required Forms

• Graduate Assistant Application: This is to be completed by the applicant.
• Personal Statement: This is a one to two page document explaining why the applicant is interested in the position. The applicant must address if they have any prior teaching or tutoring experience and how they plan on bringing their skills to the position. This is also the time to list any additional information, not covered in the application, which is appropriate in strengthening your application.
• Two Recommendation Request Forms: These are to be completed by at least one professor and may include a professional who is familiar with the applicant’s work and is willing to write a support of the applicant. The applicant must write his/her name on the Recommendation Request Form.
• Once completed, the application, personal statement, and two recommendation forms should be mailed to the following address:

Office of the Dean- Lubar N418
Attention: Dawn M. Koerten
Academic Affairs and PhD Program Coordinator
Sheldon B. Lubar School of Business
University of Wisconsin- Milwaukee
P.O. Box 742
Milwaukee, WI 53201-0742

Deadlines

• The application deadline is March 15, 2017. Interviews occur anytime during April-July dependent on position openings as they occur. You must be able to show your Graduate Program acceptance to the interview committee should you be asked.

Appointment Criteria

• If the applicant received a Graduate School Fellowship, he/she is not eligible for the Graduate Assistant position.
• Positions are made on an academic year basis only; MS-PA, MS-Accounting and MS-Taxation students cannot receive both the Graduate Assistant position and a scholarship-- applicants must choose one.
• Priority for classroom-related positions is given to LSB graduate students admitted to the PhD in Management Science.
• In the accounting and tax area, priority is given to graduate students holding a degree in accounting and appropriate professional certifications.
• Appointments are contingent upon the UWM Criminal Background Check, admission, enrollment, maintenance of minimum credit requirements, and good standing in the Lubar School of Business and Graduate School.
• Upon acceptance of an Graduate Assistant position, it is the responsibility of the applicant to ensure that their course schedules do not conflict with the assignment. Failure to do so may result in the termination of the contract.
• International students must complete the UWM International TA Assessment and earn a minimum score of 36 to be eligible for any TA position or have earned score of 23 or better on Speaking section of internet-based TOEFL (IBT) or score of 7.0 or better on Speaking section of the IELTS.
• The Graduate School policy requires that a student work no more than 50% during the Fall or Spring semesters (this includes employment external to Lubar on campus and external to UWM). If you intend additional employment outside the Graduate Assistant appointment, you must disclose during the interview.

Salary/Tuition Remission/Benefits

• 33%, 40% and 50% appointments are available. A minimum 33% position provides 100% tuition remission (excluding the Bus Masters Fee, any special course fees, and Student Segregated Fees). The tuition remission is considered to be part of your salary for the semester. Should you be unable to complete the semester, you will be responsible to repay the full tuition (including the non-resident portion) for the semester not completed.
• Minimum 33% appointment allows for student to purchase health insurance at graduate assistant levels.
• Salary is based on Graduate School guidelines.
1. Name: _____________________________________________________________________________________
   (Last)     (First)

2. Email Address: _______________________________________________________________________________

3. Cell Phone Number: ___________________________________________________________________________

4. UWM Student ID Number: _________________________________________________________________________

5. Please circle the program you are enrolled in:
   MBA Cohort                                  MS in Information Technology Management
   MBA Flex (Part-Time Evening)                MS – Finance Analysis
   MS- Accounting                              MS-Marketing
   MS- PA: Financial Track                    MS- Taxation
   MS-PA: Tax Track

6. Expected start and end date of the graduate program: _____________________________________________

7. Undergraduate School: __________________________________________________________________________
   Major and Minor: ________________________________
   Dates Attended: ________________________________
   Degree Obtained and Grade Point Average: ________________

8. Indicate functional areas you would NOT be comfortable performing TA duties (e.g. accounting, finance,
   information systems, statistics, marketing, management)___________________________________________

9. Your Local Address: _____________________________________________________________________________

___________________________________________________________________________
___________________________________________________________________________

Contracts are typically prepared late June/early July. If the above address will not be the address to which a
contract is to be mailed, indicate the appropriate address below.


___________________________________________________________________________________________

10. Are you interested in grading exams and papers on an hourly basis? Yes____ No____
11. Have you been a grader before?  ___  If so, indicate the course title(s): ________________________________
___________________________________________________________________________________________

12. List relevant employment history for the Graduate Assistant position:

Employer:___________________________________________________________________________________
Address:____________________________________________________________________________________
Position and Duties:___________________________________________________________________________
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Employer:___________________________________________________________________________________
Address:____________________________________________________________________________________
Position and Duties:___________________________________________________________________________
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Employer:___________________________________________________________________________________
Address:____________________________________________________________________________________
Position and Duties:___________________________________________________________________________
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13. List relevant teaching, coaching and/or leadership experiences:

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### Graduate Assistant Application

14. Please list all relevant courses you have taken in any of the following fields and grades received. Please provide all undergraduate and graduate level courses.

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<tr>
<th>Field</th>
<th>Grade Received</th>
<th>Field</th>
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<tbody>
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<td>Accounting/Taxation</td>
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<td>Finance</td>
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<td>Marketing</td>
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<td>ITM/MIS/Computer Programming</td>
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<td>Economics</td>
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<td>Human Resources Mgmt Management Organizational Behavior</td>
<td>Grade Received</td>
<td>Business Policy</td>
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<td>Other Related Fields (specify)</td>
<td>Grade Received</td>
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Personal Statement

Explain why you would be a great candidate for a graduate assistant position. Address any prior teaching or tutoring experiences and how you would bring this skill set to the position. In addition, you may list any other information not covered in the application which is appropriate in strengthening your application.

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Recommendation Request Form

Applicant’s Name: _______________________________ has expressed interest in obtaining a Graduate Assistant position with the Sheldon B. Lubar School of Business. For him/her to be evaluated fully, please complete the information below and send to the Office of Dean (N418) at the address below.

Office of the Dean- Lubar N418
Attention: Dawn M. Koerten
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1. Please specify your relationship to the applicant and the period of time you have known them. __________
___________________________________________________________________________________________
___________________________________________________________________________________________

2. Please indicate your agreement or disagreement with each statement according to the following scale:

   Strongly Disagree= 1    Disagree= 2    Neither agree nor disagree= 3    Agree= 4    Strongly Agree= 5

   The applicant has strong public and interpersonal speaking skills. _____
   The applicant demonstrates a high level of maturity. _____
   The applicant shows initiative when it comes to their work. _____
   The applicant easily grasps ideas. _____
   The applicant demonstrates strong leadership skills. _____
   The applicant is able to connect with others. _____
   The applicant is willing to assume responsibility. _____

3. Please include a brief statement explaining your responses to the above statements. Also include any other information that is beneficial in evaluating the applicant. If there is not enough room, please attach another sheet of paper.
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Recommendation Request Form Continued

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Name

Signature

Date

Position

Affiliation
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4. Please specify your relationship to the applicant and the period of time you have known them. __________
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Recommendation Request Form Continued

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Name      Signature Date

_____________________________ ________________________________
Position      Affiliation