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, 2018**. 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 Segrated 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.
LUBAR SCHOOL OF BUSINESS GRADUATE ASSISTANT APPLICATION

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 (no UG acctg degree)     MS-Marketing
   MS- PA: Financial Track     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:__________________________________________________________________________
___________________________________________________________________________________________

Employer:___________________________________________________________________________________

Address:____________________________________________________________________________________

Position and Duties:__________________________________________________________________________
___________________________________________________________________________________________

Employer:___________________________________________________________________________________

Address:____________________________________________________________________________________

Position and Duties:__________________________________________________________________________
___________________________________________________________________________________________

13. List relevant teaching, coaching and/or leadership experiences:

___________________________________________________________________________________________
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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>
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<td>Financial Management</td>
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<td>Information Management, Information</td>
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<td>Human Resources Management, Organizational</td>
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<td>Other Related Fields (specify)</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.
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
Academic Affairs and PhD Program Coordinator
Sheldon B. Lubar School of Business
University of Wisconsin- Milwaukee
P.O. Box 742
Milwaukee, WI 53201-0742

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 ____________________
Recommendation Request Form

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4. Please specify your relationship to the applicant and the period of time you have known them. __________
___________________________________________________________________________________________
___________________________________________________________________________________________

5. 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. _____

6. 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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