



# MSU BILLINGS

## GRADUATE STUDIES OFFICE

### Graduate Assistantship Application and Information



#### OFFICE OF GRADUATE STUDIES AND RESEARCH

Montana State University Billings  
1500 University Drive  
Billings, MT 59101

Phone: (406) 657-2238

Fax: (406) 657-2302

Email: [gradstudies@msubillings.edu](mailto:gradstudies@msubillings.edu)

[www.msubillings.edu/grad](http://www.msubillings.edu/grad)

# Graduate Assistantships at Montana State University Billings

## Eligibility

Graduate assistantships are offered to well qualified current or prospective graduate students who have been admitted to a master's degree program. Applications are considered on a competitive basis. In order to be considered for an assistantship, students must fill out the enclosed application by the deadline specified in the job announcement.

## The Program

Graduate assistants have an opportunity to work with professionals in areas commensurate with their course of study. This enables the graduate assistant to contribute significantly to his/her own intellectual development while gaining valuable professional experience and receiving a stipend. The college community benefits as well, as graduate assistants serve a vital role in the departments, offices, and programs where they are employed. Graduate assistant positions are available in most programs and some student support services. Visit the Graduate Studies website at [www.msubillings.edu/grad](http://www.msubillings.edu/grad) for a comprehensive list of graduate assistantships available.

## Types of Assistantships

There are three types of assistantships available. Graduate Assistants assist the administrative staff of a department or program within the University. Teaching Assistants serve an instructional role in a class or laboratory within a specific department or program at the University, performing pedagogical (teaching) functions such as preparing lectures, conducting classes, constructing and grading tests. Research Assistants assume research-oriented responsibilities such as library research, fieldwork, laboratory experiments, writing and/or editing material.

## Compensation and Academic Load

Stipends for graduate assistants vary by job. Teaching and Research assistants receive a stipend above \$2000/semester based on duties and responsibilities. Students receiving stipends and/or waivers are required to carry nine (9) semester credits each semester, six (6) of which must be at the graduate level. Some assistantships may also include a waiver credit to be applied to tuition costs only.

## Application Review

Graduate assistants are chosen on a competitive basis; therefore, applicants are expected to exhibit a record of quality academic achievement. Life experience related to the area of interest will be considered where relevant. In the course of the review process, candidates may be contacted to appear for an interview. Graduate Assistants must maintain a 3.0 cumulative GPA every semester of employment. Failure to do so will result in the loss of the assistantship.

## Responsibilities

The duties of graduate assistants will generally be related to their academic and professional goals. **A maximum of 19 hours per week are required for Teaching and Research assistants**

Pursuant to Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act, Executive Order 11246 as amended, American With Disabilities Act of 1990, and the Montana State Human Rights Act – Montana State University Billings has a policy of nondiscrimination in employment practices and in admission, access to, and conduct of educational programs and activities. Discrimination is prohibited on the basis of race, sex, color, national origin, religion, age, disability, or marital status. Any student, employee, or applicant for admission may file a discrimination grievance. Inquires or grievances should be directed to the Human Resources/EEO-AA director in McMullen Hall Room 310, 591010-0298, phone (406) 657-2278. For more detailed information please refer to <http://www.msubillings.edu/geninfo/upolicies.htm>.

**APPLICATION FOR GRADUATE ASSISTANT**  
**Montana State University Billings**

**Instructions**

Submit the completed form to the Office of Graduate Studies and Research with (or following) the application for admission to the Graduate Program.

Academic year for which you are applying for an assistantship: \_\_\_\_\_

Graduate assistant assignment(s) in which you are interested: \_\_\_\_\_

Degree and program to which you are applying: \_\_\_\_\_

First Name	Middle Initial	Last Name
------------	----------------	-----------

Street Address	City	State	Zip
----------------	------	-------	-----

Home Phone #	Work Phone #	Email address	ID #
--------------	--------------	---------------	------

Degree(s) Earned:	Date	College/University	Major	GPA
-------------------	------	--------------------	-------	-----


Special Honors or awards received and date:


List Work Experience (attach resume if available)

Position	Location	Dates
----------	----------	-------


List relevant work skills (computer skills, word processing, spread sheets, desktop publishing; research; web design, etc.)

---

---

---

References: (you may elect to use references submitted in support of your application for admission)

Name

Position

Address

---

---

---

Date

Applicant's Signature

**NOTE: IF A STUDENT IS HIRED AND A TUITION WAIVER CREDIT IS APPLIED, SHOULD THE STUDENT RESIGN THE POSTION, THE WAIVER WILL BE CANCELLED AND THE STUDENT WILL BE CHARGED THAT AMOUNT BY THE BUSINESS OFFICE.**

Graduate Office Only

Application received:

\_\_\_\_\_ Graduate Administrative Assistant  
\_\_\_\_\_ Teaching Assistant  
\_\_\_\_\_ Research Assistant

In State \_\_\_\_\_  
Out of State \_\_\_\_\_

Hire Date \_\_\_\_\_

EPAF # \_\_\_\_\_

Stipend \_\_\_\_\_ Waiver \_\_\_\_\_