



# Graduate Assistantship Position

## Application Instructions & Position Overview

### Application Instructions:

The Graduate Assistantship (GA) position is an employment position. The GA position is **not** a financial grant or a financial scholarship. Applying for a GA position is just like applying for a regular employment position. You will need to submit the following documents to the MBA program office.

- 1) Completed GA application
- 2) Cover letter for employment
- 3) Resume

MBA office address is:

IPFW  
MBA program, NF 366  
2101 E. Coliseum Blvd.  
Fort Wayne, IN 46805-1499

There will be an interview process for those candidates who are being considered.

### Overview of Graduate Assistant (GA) position:

A GA is required to be enrolled in a minimum of three MBA level classes (nine (9) credit hours) per semester and maintain a cumulative graduate GPA of 3.0 or better. Duties may consist of but not limited to; assisting faculty with research of various types, analyze and review data and statistical information, assist with surveys and evaluation processes, etc...

The GA position carries a service obligation to the Richard T. Doermer School of Business and Management Sciences. Persons hired for a GA position are **not** to have jobs outside IPFW which would interfere with the hours they have committed to as graduate assistants. As a GA you are to represent yourself in a professional manner.



# MBA+ Graduate Assistant Application

(Attach Cover Letter & Resume)

Date: \_\_\_\_\_

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Cell \_\_\_\_\_ E-mail \_\_\_\_\_

Are you currently employed?      Yes              No

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Work Experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GMAT:              Total score \_\_\_\_\_ Verbal \_\_\_\_\_ Quant. \_\_\_\_\_ Writing \_\_\_\_\_

Undergrad Degree: Major \_\_\_\_\_ Year \_\_\_\_\_ GPA \_\_\_\_\_

Undergrad Institution: \_\_\_\_\_

Educational Background: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why do you desire to become a Graduate Aide? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Talents/Skills: \_\_\_\_\_

Teaching Experience: \_\_\_\_\_

How can you best demonstrate your initiative? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Which environment suits you best and why?

Unstructured / Structured \_\_\_\_\_

High Tech / Low Tech \_\_\_\_\_

Routine: Fast paced / Slow paced \_\_\_\_\_

What makes you the best candidate for this position? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Interview Availability: Days: \_\_\_\_\_ Time: \_\_\_\_\_