



University at Buffalo

Department of Educational  
Leadership and Policy

Graduate School of Education

## GRADUATE ASSISTANTSHIP APPLICATION PROCEDURE

### **Position Opportunities:**

The Department of Educational Leadership and Policy has a limited number of graduate assistantship opportunities per academic year. Students wishing to be considered for a department graduate assistantship must formally notify the department by completing the application on the reverse side of this form. Normally assistantships are awarded to doctoral candidates, but exceptions to this requirement are considered on a case-by-case basis.

### **Eligibility:**

You must be a current doctoral student in the ELP Department or have received an offer of acceptance to the EDA, HED or ECPS doctoral program. Students must be registered for full time study or have certification of full time status. Those students who are making initial application to a degree program are encouraged to complete the application process in a timely manner prior to the application deadline.

### **Duties:**

It is expected that students will work 20 hours per week in professional activities which will generally relate to their program of study; however, exceptions may occur. The Department assigns the job responsibilities and office space will be provided. Continuation of an assistantship is contingent upon solid job performance as well as satisfactory academic progress toward your graduate degree.

### **Stipends:**

Students awarded a graduate assistantship are also awarded a stipend along with a tuition scholarship for up to 12 credit hours of study per semester. In accordance with the University at Buffalo regulations, it is expected that Graduate Assistants will not be engaged in paid employment outside the University.

### **Deadline:**

Must submit a GA application to the ELP Department, University at Buffalo, 468 Baldy Hall, Buffalo, NY 14260 or electronically to [brfisher@buffalo.edu](mailto:brfisher@buffalo.edu) **by March 15th**. (If you have not received an offer of acceptance to the department, you will not be considered for a Graduate Assistantship.) After the March 15th deadline date, a committee reviews each student's complete application portfolio and makes their final recommendation for awarding an assistantship. Letters of award, or rejection, will be sent out in early April.

### **Application Questions:**

Please contact the ELP Department at (716) 645-2471 or [brfisher@buffalo.edu](mailto:brfisher@buffalo.edu) with any questions regarding this application.

468 Baldy Hall, Buffalo, NY 14260-1000

716.645.2471

[elp-information@buffalo.edu](mailto:elp-information@buffalo.edu)

[gse.buffalo.edu/elp](http://gse.buffalo.edu/elp)



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Graduate Assistantship Application  
(due in the ELP Department by March 15th)

Personal Information

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

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Email: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (O) \_\_\_\_\_ (C) \_\_\_\_\_

Work Experience:

**Personal Statement:** (Please attach a brief statement describing your educational and occupational goals. Include any information which you think is important in support of your assistantship application.)

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

*In accordance with federal and state laws, no person in whatever relationship with the University at Buffalo, shall be subject to discrimination on the basis of age, religion or creed, color, disability, national origin, race, ethnicity, sex, marital or veteran status.*