



Dear Applicant:

The Personnel Committee of the Political Science Department welcomes your application for the position of Graduate Assistant. Generally, graduate assistantships are awarded to applicants who need at least eighteen (18) credit hours to complete degree requirements. Exceptions to this policy are subject to availability of assistantship positions, and/or an outstanding candidate with at least nine (9) hours remaining to complete degree.

Attached is a job description and three recommendation forms.

To complete your application:

1. Submit a personal letter of application explaining to the Personnel Committee why you are interested in the assistantship, and what academic and experiential skills you feel qualify you for this position.
2. Submit an official transcript of your undergraduate and graduate grades.
3. Distribute the recommendation and waiver forms to your three references. The Personnel Committee will begin reviewing complete applications after March 10 and will consider later applications until all positions are filled. Be sure to remind your references of the March 10 closing date.
4. Attach any other relevant materials.

Best wishes,

Personnel Committee  
Department of Political Science

**POLITICAL SCIENCE DEPARTMENT  
GRADUATE ASSISTANT JOB DESCRIPTION**

**Experience:**

Must have an undergraduate degree, preferably in social sciences, and be admitted to CMU's College of Graduate Studies and Department of Political Science degree programs.

**Required Qualifications:**

Applicants must possess strong oral and written communicative skills, strong research and analytical skills, and a demonstrated ability to work with others. Computer literacy is desired.

**Desired Qualifications:**

Candidate attributes of trustworthiness, reliability, punctuality, and effective time management are highly desired.

**Duties and Responsibilities:**

The work load is twenty hours per week for full-time Graduate Assistants.

**Research Graduate Assistants:**

Primary responsibility is to conduct research and literature searches, assist in the computer classroom, and support the teaching functions of the department.

**Teaching Graduate Assistants:**

Primary responsibility is to assist instructors in large classes; i.e., to lead discussion sections, to correct exams, to occasionally lecture, and to carry out other duties as assigned.

**Opening Date:**

Application forms are available from the Political Science Department.

**Closing Date:**

Completed applications are due on or before **March 10 by 5:00 p.m.**

**Submit Application To:**

Personnel Committee  
Department of Political Science  
Anspach Hall 247  
Central Michigan University  
Mount Pleasant, MI 48859

**POLITICAL SCIENCE DEPARTMENT  
GRADUATE ASSISTANT RECOMMENDATION FORM**

The best way to serve the interest of the applicant is to view the recommendation as a means to help the Personnel Committee make decisions, rather than as a forum for trying to get your candidate admitted. Please use the back of this form, if necessary. Return recommendation to:

Personnel Committee  
Department of Political Science  
Anspach Hall 247  
Central Michigan University  
Mount Pleasant, MI 48859

\_\_\_\_\_  
**Name of Applicant (print or type)**

\_\_\_\_\_  
**SS#:**

		Excellent	Good	Average	Poor	Very Poor	No Basis to Judge
1.	Ability to work with others in varied tasks						
2.	Self-starter, requires minimum of supervision						
3.	Research skills						
4.	Computer assisted skills						
5.	Reliability						
6.	Writing						
7.	Speaking and listening skills						
8.	Ability to organize time						
9.	Punctuality						

**Information which would be helpful:**

1. Tell us about your history with the applicant.
2. Provide us with factual and anecdotal material about the applicant.
3. Provide us with a reasoned evaluation of the student. Please feel free to include positive and negative information.

\_\_\_\_\_  
**Signature of Recommender**

\_\_\_\_\_  
**Date**

( )

\_\_\_\_\_  
**Name of Recommender (print or type)**

\_\_\_\_\_  
**Telephone**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Institution**

**POLITICAL SCIENCE DEPARTMENT  
RECOMMENDATION WAIVER**

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**Name of Applicant (print or type)**

**SS#**

**Note:** The Family Educational Rights and Privacy Act of 1974 opens many student records for the student's inspection. This law permits the student to sign a waiver relinquishing his/her right to inspect a letter of recommendation.

- I hereby waive the right of access to this recommendation provided by law.
- I do not waive the right of access to this recommendation provided by law.

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**Signature of Applicant**

**Date**

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***To the Recommender:*** Please complete the acknowledgment below.

I have read the statement above and acknowledge that both the statement and the applicant's declaration concerning access to the letter were shown to me prior to the writing of the attached recommendation.

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**Signature of Recommender**

**Date**