R·I·T

Rochester Institute of Technology
Golisano College of Computing and Information Sciences
School of Information

iSchool Graduate Assistantship Application
Academic Year 2023-24

To be considered for an assistantship, students must be admitted into a graduate program offered by the School of Information at RIT <u>and</u> submit all application materials by **March 3, 2023**. Assistantships are only available to students studying on-campus. **Submit the completed first page of this form. <u>All</u> other documents <u>must</u> be typed and <u>attached</u> to it. Include your name on <u>all</u> documents submitted.**

Name: _____ _____
          (last/family surname)   (first/given)

RIT Student ID#: __ __ __ __ __ - __ __ __ __

Phone: _____ E-mail: _____

Address:

_____

_____

_____

Have you completed any graduate courses at RIT?   __ NO   __ YES

Positions Available

The School of Information typically offers graduate assistantship (GA) positions that directly support the iSchool faculty and the courses taken by our students. We also offer positions that support the management of our computing facilities and users. The availability of positions can vary annually. Details about the positions typically available are included at the end of this document.

Financial Award

Assistantships are awarded for a maximum of one (1) academic year (fall through spring terms), starting in the fall term of a given academic year. Typically both full- and part-time assistantships are offered. A full-time assistantship provides up to full tuition benefits plus an hourly wage each academic term; a part-time assistantship covers a portion of the cost of tuition and an hourly wage. Assistantships are not renewable for additional years. The student is responsible for all degree-related financial obligations not covered by the award and that extend beyond the year of the award.

Job Expectations

A full-time GA works 20 hours per week for the school; part time GAs work 10 hours per week. Graduate assistants are not responsible for direct course delivery. Students who are awarded iSchool positions provide in-class course or lab support, grading support, and tutor students outside of class. Students awarded School positions work with the School's staff and the faculty to support their research, our computing resources and lab facilities; students in these positions may also support one class or lab, if desired, depending upon workload.

A GA must maintain good academic standing ($\geq$ 3.0/4.0 GPA; ethical behavior) to retain the position. An assistantship may be terminated at any time due to unacceptable performance or unethical behavior.

Application Process

Assistantships are awarded based upon an individual's abilities and experience relevant to the positions available, as described below. We are looking for individuals with the following background:

- Potential and/or record to conduct graduate research.

- Strong programming skills and comfort with the Windows, UNIX/Linux and Macintosh operating systems.

- Knowledge of fundamental theory and best practices in the areas of information sciences and technologies, networking and system administration, and human computer interaction.

- Strong written and verbal communication skills and good interpersonal skills.

- Experience in teaching or tutoring others.

You are not expected to have experience in all of these areas. So, please provide sufficient detail about your academic studies and/or employment background to allow us to accurately evaluate your depth of knowledge, relevant experience, technical skills, and personality.

Your application package should minimally include the following:

- A list of the position(s) for which you are applying. We will only consider you for the one or two for which you are most qualified – not all possible positions. Therefore, please be specific.

- A written statement that describes your background relevant to the position(s) for which you are applying. Discuss the relevant courses that you have taken (with course name(s) and number(s)) and/or any work experience. Describe any experience in tutoring or teaching others; and include a discussion of your approach to explaining concepts and to helping others learn.

- Your resume.

- A <u>confidential</u> professional or academic letter of reference from an individual who can accurately evaluate your communication skills, your interpersonal skills, and your professional competencies relevant to the school's curriculum.

Feel free to include other information, as appropriate, to fully demonstrate the breadth and depth of your capabilities.

→ **Please be sure to include <u>all</u> of the information requested above. Incomplete applications will not be considered.**

Submission Details

Submit your completed application via email (qi.yu@rit.edu) to:

Prof. Qi Yu, Director of Graduate Programs
School of Information

(Refer to the list of available positions on the next page.)

Typical Assistantship Positions

Position Details & Application Requirements
iSchool Positions
Research assistant: serve as a research assistant and work with faculty to support their research activities. Describe your background and area of research interest. Include the relevant courses that you have taken (including course name(s) and number(s)), descriptions of projects, and/or any work experience. Also include the faculty member(s)' names that you are interested in working with.
System admin: computer systems and end-user support. Strong written and verbal communication skills are required. Experience in software support for end-users and/or computing facilities is desired. Describe your educational background and employment experience in system administration and software support. Discuss your depth of experience with PC and Macintosh platforms; the Windows, Macintosh and UNIX/Linux operating systems; and other administrative and system-imaging software.