

**Graduate Assistantship/
International Fellowship
Positions, Application and Instructions**



Office of Graduate Services
141 Pullen Hall
Frostburg State University
Frostburg, Maryland 21532-2303
301-687-7053
www.frostburg.edu/grad

CONTENTS

Purpose	1
Application Instructions.....	1 and 38
Application.....	40 and 41
Expectations of GA/IF's	1
Reference Form.....	42-47
Summer Assistantships	1
Tuition Remission, Fees, Stipend	1
Other Employment	1
Applicants with Disabilities Information	1

Positions

Administrative	2-4
Career Services (ADMN01)	2
Residence Life (ADMN02, ADMIN03, ADMIN04, ADMIN05)	2
Center for Instructional Technologies (ADMN06, ADMIN07)	3
Office of University Advancement (ADMIN08)	4

Athletic.....5-13

Men's Baseball (ATHLBB01, ATHLBB02)	5
Men's Basketball (ATHLMBK01)	5
Women's Basketball (ATHLWBK01)	6
Field Hockey (ATHLFH01)	6
Football (ATHLFB01, ATHLFB02, ATHLFB03, ATHLFB04)	7
Intramurals/Club Sports(ATHLIM01, ATHLIM02)	7
Women's Lacrosse (ATHLWL01)	8
Softball (ATHLSB01 and ATHLSB02).....	8
Sports Information (ATHLSI01 and ATHLSI02)	9
Men's and Women's Swimming (ATHLSW01)	9
Men's and Women's Track and Field (ATHLTF01, ATHLTF02)	10
Women's Volleyball (ATHLWVB01)	11
Men's & Women's Cross Country/Track and Field (ATHLCC01)	11
Men's & Women's Soccer (ATHLMWS01)	12
Mens'soccer (ATHLMS01)	12
Women's Soccer (ATHLWS01)	13
Equipment Room Specialist (ATHLEQ01)	13

Master of Business Administration.....14-17

Assistant to the Associate Dean (MBA01)	14
Assitant to the Department Chair, Accounting (MBA02)	14
Assitant to the Department Chair, Economics (MBA03)	15
Assistant to Department Chair, Management (MBA04)	15
Assistant to Department Chair, Marketing & Finance (MBA05)	16
Assitant to Graduate Coordinator (MBA06)	16
Assitant to Director of Center for Leadership Development (MBA07)	17
Assitant to Director for Center for Regional Progress (MBA08)	17

Master of Education.....18-29

Administration and Supervision (EDUC 01)	18
Special Education (EDUC02)	18
Children's Literature Centre (EDUC03, EDUC 04)	19
Professional Development School Support (EDUC05)	19
Curriculum and Instruction (EDUC06)	20
Interdisciplinary Program (EDUC07)	20
School Counseling (EDUC08)	21
Administrative Support (EDUC09)	21
Microcomputer Lab (EDUC10, EDUC11, EDUC12)	22
N-8 Blocks (EDUC13)	23

Hagerstown MAT Program (EDUC14)	23
Candidate and Program Assessment (EDUC15)	24
Reading Program (EDUC16)	24
Administrative Support (EDUC17)	25
Secondary/K12 PDS Coordination (EDUC18)	25
Teaching and Professional Assessment Lab (EDUC19, EDUC20)	26
Office of Clinical and Field Experience (EDUC21)	26
Administrative Support (EDUC22)	27
Research/Teaching Assistant (EDUC23, EDUC24, EDUC25)	27
Technology Assistant (EDUC26)	28
Marketing and Outreach Liaison (EDUC27)	28
Research/Teaching Assistant-Park and Recreation (PRRM01, PRRM02)	29

Master of Science, Biological Sciences30

Biology Department, Teaching Assistant (BIOL01 through BIOL15)	30-31
--	-------

Master of Science, Computer Science32

Computer Science Department, Teaching Assistant (COSCO1,COSCO2,COSCO3,COSCO4).....	32-33
---	-------

Master of Science, Counseling Psychology .34

Experiential Lab Supervision Assistant (PSYC01)	34
First/Second Year Research Assistant (PSYC02)	34
First/Second Year Program Assistant (PSYC03)	35
First Year Research Assistant (PSYC04)	35
Second/Third Year Research Assistant (PSYC05)	36
Outcomes Assessment Research Assistant (PSYC06)	36
Petenbrink Graduate Research Assistant (PSYC07)	37

**For more information call :
Office of Graduate Services at
301-687-7053**

**or to download application go to
www.frostburg.edu/grad/forms.htm**

**Deadlines for application:
Fall - March 15
Spring- October 15**

ABOUT THIS BOOKLET

Purpose

This publication includes a Graduate Assistantship application, 3 recommendation forms, and Graduate Assistantship position descriptions.

To help applicants apply for the most appropriate Graduate Assistantship (GA) or International Fellowship (IF), the Graduate Assistantship positions are listed with the name and telephone number of the supervisor, terms and conditions, job duties, and qualifications.

Application Information

1. To apply for a Graduate Assistantship/International Fellowship, applicants must submit a completed Graduate Assistantship Application, 3 recommendation forms, and an updated resume.

2. To be considered in the initial review of applicants for Graduate Assistantship positions, applicants must apply for degree program admission and submit their completed application packet to the Office of Graduate Services by **March 15** for the Fall semester and by **October 15** for the Spring semester.

3. Applicants must apply to a graduate degree program prior to or along with submitting the Graduate Assistantship Application. For more information on the graduate degrees offered at Frostburg State University, please refer to the Graduate Catalog. Additional admissions information is available through:

The Office of Graduate Services

Frostburg State University
Frostburg, Maryland 21532
(301) 687-7053

WWW.FROSTBURG.EDU/GRAD

4. Applicants applying for admission into any of the following programs:

M.Ed. School Counseling

MS Counseling Psychology

MS Parks & Recreation Mgmt

MS Applied Ecology & Conservation Biol

MS Wildlife/Fisheries Biology

may use their recommendations as both their program and Graduate Assistantship/International Fellowship recommendations. Applicants wishing to use the same references for both must check the appropriate box on the recommendation forms.

5. After reviewing the position descriptions, applicants must select and list in order of preference a maximum of (6)

Graduate Assistantship positions to be considered for. Indicate these choices by listing the department code and job num-

ber on the Graduate Assistantship/International Fellowship application. Applicants may apply for positions that are not in their degree program.

6. International students are to apply for GA positions. International Fellowships represent a special GA designation for a position to be filled by an international student.

Application Process

The Office of Graduate Services will notify applicants when their Graduate Assistantship packet is complete. The initial review of completed application packets begins on March 15 for the Fall and October 15 for the Spring.

Graduate Assistants/International Fellows are selected for specific jobs based on their qualifications, experience, and professional goals. Once selections are made, the Office of Graduate Services notifies chosen applicants are notified of the results no earlier than April 15. However, since the application process is on-going and vacancies may occur at various times, the selection process continues until the positions are filled.

Graduate Assistantship Expectations

Recipients of Graduate Assistantship and International Fellowships must be fully admitted into their program of study. Graduate Assistants are awarded a stipend of \$2500 per academic semester plus tuition remission in exchange for (20) hours of service each week. Students receiving a graduate assistantship must be enrolled for a minimum of 9 credit hours of graduate course work per semester.

Tuition Remission & Fees

Tuition remission may be granted for up to twelve credit hours per semester, and three credit hours during intersession. Summer assistantships are awarded separately and provide up to six credit hours of tuition remission in each of the six week sessions. The total tuition remission may not exceed 30 credit hours during a (12) month period. You must have a Summer Graduate Assistantship in order to receive tuition remission during the summer sessions. Summer GA contracts are awarded based on funding availability.

Tuition remission will not be granted for private lessons or courses not included in the Graduate Assistants/International Fellows program of

study.

Graduate Assistants are responsible for fees normally charged to graduate students.

Summer Assistantships

Generally, only continuing GA/IF's are eligible for summer assistantships as the availability of these positions are limited and contingent upon obtaining funds.

Students receiving a graduate assistantship during the summer must enroll for at least 3 credits for each session they receive an assistantship.

Other Employment

Graduate Assistants are not permitted to work for more than 20 hours per week for the University. GAs may work additional part-time jobs provided they meet all three of the following: 1.) the additional jobs do not interfere with their academic success; 2.) the additional jobs do not interfere with the responsibilities assigned to their graduate assistantship and; 3.) the additional jobs do not take away opportunities for other students to gain financial assistance. These additional part-time jobs do not include a second assistantship.

This policy does not extend to international students who are restricted to a 20 hour work week by the Immigration & Naturalization Service guidelines.

Accommodations for Applicants with Disabilities

Frostburg State University is committed to making all of its programs, services, and activities accessible to persons with disabilities. You may request accommodations related to graduate student employment through the Office of Graduate Services or through the ADA Compliance Office, Hitchins Room 302, 301-687-4102, TDD 301-687-7955.

International Fellowships

International Fellowships are offered on a limited basis and therefore all International students are encouraged to apply for both International Fellowships and Graduate Assistantships. The same application is used for both International Fellowship and Graduate Assistantship. Check both boxes on the application form if you are applying for both International Fellowship and Graduate Assistantship.

Administration

Career Services

Position Number: ADMN01

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring semester.

Supervisor/Contact:

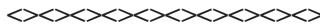
Dr. Robbie Cordle, Director, Sand Spring Hall, 301-687-4404

Duties:

Graduate Assistants counsel and assist students in making career choices and decisions, developing resumes, writing job search correspondence, learning interview skills, and identifying job search strategies. GA's develop and present career-related workshops on campus, conduct mock interviews, utilize computerized career guidance programs, respond to student needs, and answer questions during walk-in hours. GA's assist the Director with overall administrative support and coordinate job fairs. Other responsibilities may be assigned in areas of writing the monthly newsletter, writing semester publications on internships, conducting employer development, and developing marketing strategies.

Qualifications:

Candidates must possess strong oral and written communication skills, interpersonal skills, well-developed organization and time management skills, ability to work in a fast-paced, constantly changing office environment, ability to work well with others and independently, be able to work one-on-one with students, conduct group presentations and have basic administrative and office management skills. Candidates must also possess strong computer skills - dbase, Microsoft Word, Windows, and the ability to create a web page and power point presentation.



Residence Life

Position Number: ADMN02, ADMN03, ADMN04, ADMN05

Terms/Conditions:

The Residence Life Office offers its Resident Directors a furnished apartment, a board package while school is in session, and a \$4000 stipend per year. The package also includes up to 18 credits of tuition remission for the Fall /Spring academic year. This remuneration package has a current value of over \$14,000 per year. Position begins mid August.

Supervisor/Contact:

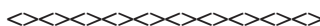
Dana Severance, Annapolis Hall, 301-687-4121

Duties:

A Resident Director is one of a staff of eleven front line administrators for our Residence Life Program. RDs are enrolled graduate students housed in apartments within the residence halls. The primary responsibility of the Resident Director is to aid the Area Coordinator in the administration of a residence hall containing between 180 and 325 students. This includes aiding in the selection, training, supervision, and evaluation of a staff of 5 to 7 Resident Assistants (RAs). In addition, the Resident Directors serve as hearing officers for Administrative and Panel judicial hearings; provide duty coverage for the campus when the Residence Life Office is closed; act as an advisor to the hall government councils; attend assigned meetings; maintain office hours; and serve as liaison between the staff, students, and the Residence Life Office.

Qualifications:

A Resident Director must be enrolled as a full-time degree seeking graduate student at Frostburg State University. All Resident Directors must achieve and maintain a minimum cumulative GPA of 3.0 and a minimum semester GPA of 2.6. Residence Life experience is preferred, but not required.



Center for Instructional Technologies/Blackboard Training and Online Support
Position Number: ADMN06 and ADMN07

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week. Fall and Spring semesters only.

Supervisor/Contact:

Karen Bambacus, Director, Center for Instructional Technologies, Pullen Hall 140, 301-687-4353

Duties:

This position presents the opportunity to work within a team environment that offers training and support to our faculty and students using the Blackboard Learning System. The position provides experience in making presentations at workshops, developing course materials, learning to operate distance learning interactive technology, organizing and posting web materials, and other related experiences gaining knowledge in techniques for teaching by using a variety of technologies. To be successful in this position, you must have a desire to learn new things, work well with a variety of clients, and be a self-starter, professional and reliable.

The duties are varied and you may be asked to:

- 1) Assist in the development and production of materials for online training;
- 2) Assist in the promotion of online courses which requires participation in the Saturday Open Houses;
- 3) Update the CIT/Blackboard website by entering information provided by faculty and staff;
- 4) Assist in the production of materials for campus events that are coordinated through CIT;
- 5) Manage the time reporting for CIT's student assistants;
- 6) Assist in record keeping and gathering data for reports;
- 7) Facilitate the Distance Learning Classroom courses;
- 8) Learn Web authoring software;
- 9) Understand Blackboard use and applications to comfortably provide support to faculty, staff and students who contact CIT needing assistance;
- 10) Respond to phone calls, walk-in clients, and in general be a representative of CIT when on duty.

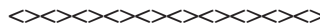
The successful candidate will:

- 1) Be people oriented, helpful and pleasant;
- 2) Be motivated and self directed;
- 3) Be prompt;
- 4) Be able to cope with a sometimes demanding, stressful, and busy environment;
- 5) Exhibit leadership skills yet be a team player;
- 6) Be comfortable in front of groups;
- 7) Have technical interests, skills or other creative talents.

Qualifications:

Acceptance into FSU's graduate program (any concentration), experience working in a service environment and possessing the following well-developed skills:

- written and verbal communication;
- interpersonal and organizational;
- familiarity with the Blackboard Course Management System
- use of Microsoft Office products (Word, PowerPoint, Excel);



Office of University Advancement
Position Number: ADMN08

Terms/Conditions:

Tuition waiver of no more than 12 credits per term, and 30 credits in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring semester.

Supervisor/Contact:

Shannon Gribble, 228 Hitchins, 301-687-7588

Duties:

The primary functions of this position follow but are not limited to:

- Assist in the planning and execution of alumni events on and off campus;
- Handle phone contacts with alumni, students, faculty, staff and friends as needed ;
- Help develop relationships with alumni, students, faculty, staff and friends;
- Assist in coordination and implementation of Leadership & Homecoming Weekend activities;
- Perform general office duties as needed;
- Assist with mailings in regards to events, solicitations and other information that needs distributed to constituents of FSU;
- Responsible for composition and entry of Classnotes for *Profile* magazine;
- Assist in data entry & maintenance.

Qualifications:

- Admission to an FSU graduate program as a full time degree seeking student;
- Superior writing, speaking, and listening skills. Demonstrated success in managing multiple projects is necessary, as is the ability to maintain confidentiality;
- Ability to perform effectively under the pressures of campaign goals, deadlines and with limited supervision;
- Must be articulate and have excellent communication skills including poise and confidence;
- Must be able to work independently as well as part of a team;
- Must be computer proficient and able to multi-task; and
- Must be able to work a flexible schedule including nights and weekends as their academic schedule allows.

This position is contingent upon funding.



Athletics

Men's Baseball

Position Number: ATHLBB01 & ATHLBB02

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring only.

Supervisor/Contact:

Guy Robertson, PE Center 202-10, 301-687-4414

Duties:

The Baseball Graduate Assistant will assist the head coach with all phases of the program. These responsibilities include:

- assist with nontraditional and traditional seasonal practices and games;
- assist with film breakdown and scouting;
- active involvement in recruiting process;
- assist with fund-raising and alumni functions;
- perform field or court maintenance duties;
- oversee off-season conditioning; and
- other duties as assigned.

Qualifications:

- previous playing or coaching experience;
- valid driver's license;
- basic computer skills;
- excellent communication skills; and
- strong desire to become a high school or college coach.



Men's Basketball

Position Number: ATHLMBK03

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring only.

Supervisor/Contact:

Robert Webb Hatch, PE Center 288, 301-687-3093

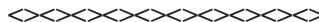
Duties:

The Men's Basketball Graduate Assistant will assist the head coach with all phases of the program. These responsibilities include:

- assist with nontraditional and traditional seasonal practices and games;
- assist with film breakdown and scouting;
- active involvement in recruiting process;
- assist with fund-raising and alumni functions;
- perform field or court maintenance duties;
- oversee off-season conditioning; and
- other duties as assigned.

Qualifications:

- previous playing or coaching experience;
- valid driver's license;
- basic computer skills;
- excellent communication skills; and
- strong desire to become a high school or college coach.



Women's Basketball

Position Number: ATHLWBK01

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring only.

Supervisor/Contact:

Jody Pepple, PE Center 202-9, 301-687-4466

Duties:

The Women's Basketball Graduate Assistant will assist the head coach with all phases of the program. These responsibilities include:

- assist with nontraditional and traditional seasonal practices and games;
- assist with film breakdown and scouting;
- active involvement in recruiting process;
- assist with fund-raising and alumni functions;
- perform field or court maintenance duties;
- oversee off-season conditioning; and
- other duties as assigned.

Qualifications:

- previous playing or coaching experience;
- valid driver's license;
- basic computer skills;
- excellent communication skills; and
- strong desire to become a high school or college coach.



Field Hockey

Position Number: ATHLFH01

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring only.

Supervisor/Contact:

Melissa Grosman, PE Center 286, 301-687-4476

Duties:

The Women's Field Hockey Graduate Assistant will assist the head coach with all phases of the program. These responsibilities include:

- assist with nontraditional and traditional seasonal practices and games;
- assist with film breakdown and scouting;
- active involvement in recruiting process;
- assist with fund-raising and alumni functions;
- perform field or court maintenance duties;
- oversee off-season conditioning; and
- other duties as assigned.

Qualifications:

- previous playing or coaching experience;
- valid driver's license;
- basic computer skills;
- excellent communication skills; and
- strong desire to become a high school or college coach.



Football

Position Number: ATHLFB01, ATHLFB02, ATHLFB03, ATHLFB04

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring only.

Supervisor/Contact:

Thomas Rogish, PE Center 202-7, 301-687-3139

Duties:

The Football Graduate Assistant will assist the head coach with all phases of the program. These responsibilities include:

- assist with nontraditional and traditional seasonal practices and games;
- assist with film breakdown and scouting;
- active involvement in recruiting process;
- assist with fund-raising and alumni functions;
- perform field or court maintenance duties;
- oversee off-season conditioning; and
- other duties as assigned.

Qualifications:

- previous playing or coaching experience;
- valid driver's license;
- basic computer skills;
- excellent communication skills; and
- strong desire to become a high school or college coach.



Intramurals/Club Sports

Position Number: ATHLIM01 & ATHLIM02

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring only.

Supervisor/Contact:

TBD, PE Center, 301-687-4462

Duties:

The graduate assistant will assist with all duties assigned by the coordinator of intramurals and club sports, including:

- assist with promotional activities, media updates, and game management;
- oversee the coordination of facility;
- assign officials for games and activities;
- maintain game statistics;
- execute some payroll procedures;
- format yearly program summary;
- daily office work, answer phone, fax machine, and attend on-campus meetings;
- computer knowledge (Microsoft Word, Excel);
- communication skills is a must; and
- must have a basic knowledge of sports.



Women's Lacrosse

Position Number: ATHLWL01

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring only.

Supervisor/Contact:

Ashley Manion, PE Center 292, 301-687-4273

Duties:

The Women's Lacrosse Graduate Assistant will assist the head coach with all phases of the program. These responsibilities include:

- assist with nontraditional and traditional seasonal practices and games;
- assist with film breakdown and scouting;
- active involvement in recruiting process;
- assist with fund-raising and alumni functions;
- perform field or court maintenance duties;
- oversee off-season conditioning; and
- other duties as assigned.

Qualifications:

- previous playing or coaching experience;
- valid driver's license;
- basic computer skills;
- excellent communication skills; and
- strong desire to become a high school or college coach.



Softball

Position Number: ATHLSB01 & ATHLSB02

Terms and Conditions:

Tuition waiver of no more than 12 hours per term and 30 credit hours in a twelve month period: \$2500 stipend per semester of 20 hours of supervised work per week; Fall and Spring only.

Supervisor/Contact:

Wesley Landrum, PE Center 262, 301-687-3242

Duties:

The Women's Softball Graduate Assistant will assist the head coach with all phases of the program. These responsibilities include:

- assist with nontraditional and traditional seasonal practices and games;
- assist with film breakdown and scouting;
- active involvement in recruiting process;
- assist with fund-raising and alumni functions;
- perform field or court maintenance duties;
- oversee off-season conditioning; and
- other duties as assigned.

Qualifications:

- previous playing or coaching experience;
- valid driver's license;
- basic computer skills;
- excellent communication skills; and
- strong desire to become a high school or college coach.



Sports Information

Position Number: ATHLSI01 & ATHLSI02

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring only.

Supervisor/Contact:

Noah Becker, PE Center 293, 301-687-4371

Duties:

The graduate assistant athletic trainer position's duties include:

- assist the sports information director as the liaison between athletics and the media;
- assist with sports publication, releases, feature articles, brochures, media guides, and game programs;
- maintain all game statistics;
- maintain athletic website; and
- orchestrate game promotions, media accommodations and conferences.



Men's and Women's Swimming

Position Number: ATHLSW01

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring only.

Supervisor/Contact:

TBD, PE Center, 301-687-4471

Duties:

The Men's & Women's Swimming & Diving Graduate Assistant will assist the head coach with all phases of the program.

These responsibilities include:

- assist with nontraditional and traditional seasonal practices and games;
- assist with film breakdown and scouting;
- active involvement in recruiting process;
- assist with fund-raising and alumni functions;
- perform field or court maintenance duties;
- oversee off-season conditioning; and
- other duties as assigned.

Qualifications:

- previous playing or coaching experience;
- valid driver's license;
- basic computer skills;
- excellent communication skills; and
- strong desire to become a high school or college coach.



Men's & Women's Track and Field (Jumps Specialist)

Position Number: ATHLTF01

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring only.

Supervisor/Contact:

Dale Luy, PE Center 285, 301-687-3243

Duties:

The Men's & Women's Track & Field (Jumps Specialist) Graduate Assistant will assist the head coach with all phases of the program. These responsibilities include:

- assist with nontraditional and traditional seasonal practices and games;
- assist with film breakdown and scouting;
- active involvement in recruiting process;
- assist with fund-raising and alumni functions;
- perform field or court maintenance duties;
- oversee off-season conditioning; and
- other duties as assigned.

Qualifications:

- previous playing or coaching experience;
- valid driver's license;
- basic computer skills;
- excellent communication skills; and
- strong desire to become a high school or college coach.



Men's & Women's Track and Field (Throws Specialist)

Position Number: ATHLTF02

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring only.

Supervisor/Contact:

Dale Luy, PE Center 285, 301-687-3243

Duties:

The Men's & Women's Track & Field (Throws Specialist) Graduate Assistant will assist the head coach with all phases of the program. These responsibilities include:

- assist with nontraditional and traditional seasonal practices and games;
- assist with film breakdown and scouting;
- active involvement in recruiting process;
- assist with fund-raising and alumni functions;
- perform field or court maintenance duties;
- oversee off-season conditioning; and
- other duties as assigned.

Qualifications:

- previous playing or coaching experience;
- valid driver's license;
- basic computer skills;
- excellent communication skills; and
- strong desire to become a high school or college coach.



Women's Volleyball
Position Number: ATHLWVB01

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring only.

Supervisor/Contact:

Peter Letourneau, PE Center 289, 301-687-7014

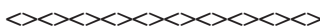
Duties:

The Women's Volleyball Graduate Assistant will assist the head coach with all phases of the program. These responsibilities include:

- assist with nontraditional and traditional seasonal practices and games;
- assist with film breakdown and scouting;
- active involvement in recruiting process;
- assist with fund-raising and alumni functions;
- perform field or court maintenance duties;
- oversee off-season conditioning; and
- other duties as assigned.

Qualifications:

- previous playing or coaching experience;
- valid driver's license;
- basic computer skills;
- excellent communication skills; and
- strong desire to become a high school or college coach.



Men's & Women's Cross Country and Track & Field (Distance Specialist)
Position Number: ATHLCC01.

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring only.

Supervisor/Contact:

Randy Lowe, Library 321, 301-687-4313

Duties:

The Men's & Women's Cross Country and Track & Field (Distance Specialist) Graduate Assistant will assist the head coach with all phases of the program. These responsibilities include:

- assist with nontraditional and traditional seasonal practices and games;
- assist with film breakdown and scouting;
- active involvement in recruiting process;
- assist with fund-raising and alumni functions;
- perform field or court maintenance duties;
- oversee off-season conditioning; and
- other duties as assigned.

Qualifications:

- previous playing or coaching experience;
- valid driver's license;
- basic computer skills;
- excellent communication skills; and
- strong desire to become a high school or college coach.



Men and Women's Soccer
Position Number: ATHLMWS01

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring only.

Supervisor/Contact:

Keith Byrnes/Brian Parker, PE Center, 301-687-3072 or 301-687-4356

Duties:

The Men's & Women's Soccer (Goalkeeper Specialist) Graduate Assistant will assist the head coach with all phases of the program. These responsibilities include:

- assist with nontraditional and traditional seasonal practices and games;
- assist with film breakdown and scouting;
- active involvement in recruiting process;
- assist with fund-raising and alumni functions;
- perform field or court maintenance duties;
- oversee off-season conditioning; and
- other duties as assigned.

Qualifications:

- previous playing or coaching experience;
- valid driver's license;
- basic computer skills;
- excellent communication skills; and
- strong desire to become a high school or college coach.



Men's Soccer
Position Number ATHLMS01

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring only.

Supervisor/Contact:

Keith Byrnes, PE Center 290, 301-687-3072

Duties:

The Men's Soccer Graduate Assistant will assist the head coach with all phases of the program. These responsibilities include:

- assist with nontraditional and traditional seasonal practices and games;
- assist with film breakdown and scouting;
- active involvement in recruiting process;
- assist with fund-raising and alumni functions;
- perform field or court maintenance duties;
- oversee off-season conditioning; and
- other duties as assigned.

Qualifications:

- previous playing or coaching experience;
- valid driver's license;
- basic computer skills;
- excellent communication skills; and
- strong desire to become a high school or college coach.



Women's Soccer
Position Number: ATHLWS01

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring only.

Supervisor/Contact:

Brian Parker, PE Center 291, 301-687-4356

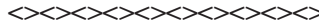
Duties:

The Women's Soccer Graduate Assistant will assist the head coach with all phases of the program. These responsibilities include:

- assist with nontraditional and traditional seasonal practices and games;
- assist with film breakdown and scouting;
- active involvement in recruiting process;
- assist with fund-raising and alumni functions;
- perform field or court maintenance duties;
- oversee off-season conditioning; and
- other duties as assigned.

Qualifications:

- previous playing or coaching experience;
- valid driver's license;
- basic computer skills;
- excellent communication skills; and
- strong desire to become a high school or college coach.



Equipment Room
Position Number: ATHLEQ01

Terms/Conditions:

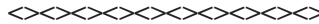
Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring only.

Supervisor/Contact:

Kathy Bowman, PE Center 186 - Equipment Room, 301-687-4438

Duties:

The graduate assistant will assist in all aspects of the management of the Equipment room with all duties being assigned by the Equipment Room Manager:



College of Business

Assistant to the Associate Dean, College of Business

Position Number: MBA01

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring semester. Summer position is contingent upon funding.

Supervisor/Contact:

Dr. Ahmad Tootoonchi, Guild Center 231, 301-687-4740

Duties:

This Graduate Assistant will:

- work with the Dean and Associate Dean on special projects and data collection, entry and analysis;
- develop, maintain and update the College of Business website, including the MBA and Advising Center websites; and
- perform general office duties as required on a daily basis.

Qualifications:

The individual occupying this assistantship should have well-developed word-processing, spreadsheet, database and web software (Dreamweaver/Fireworks) skills. The individual will also need to be able to work on multiple projects at the same time, and should have excellent interpersonal skills.



Assistant to the Department Chair, Department of Accounting

Position Number: MBA02

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring semester. Summer position contingent upon funding.

Supervisor/Contact:

Miss Sharon L. Robinson, Department of Accounting, Framptom 337, 301-687-4388

Duties:

- Assist the Department Chair in maintaining and updating the Accounting Alumni Database;
- Work as a Research Assistant to the Department Chair and the Department Faculty, performing library search, data collection, data entry/analysis, and/or other research-related tasks as needed;
- Assist the Department Chair and the Department Administrative Assistant with special projects as needed; and
- Perform general administrative assignments as required.

Qualifications:

- Skilled in Microsoft Word, Access and Excel;
- Skilled in internet research techniques;
- Ability to work effectively on multiple projects; and
- Excellent interpersonal communication skills.



Assistant to Department Chair, Department of Economics

Position Number: MBA03

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring semester. Summer position is contingent upon funding.

Supervisor/Contact:

Dr. David Kiriazis, Department of Economics, Guild Center 145, 301-687-4390, dkiriazis@frostburg.edu

Duties:

This Graduate Assistant will:

- assist the chair and/or other faculty, as needed, in research-related activities such as data collection and entry, etc.;
- assist the chair and/or other faculty, as needed, in course-related activities such as preparation of materials, routine grading, etc.;
- perform general office duties as needed; and
- perform such tasks as will assist the members of the department in the performance of their required duties.

Qualifications:

The individual occupying this assistantship should have demonstrated analytical skills as well as a working knowledge of:

- word processing and spreadsheet (Excel and Word) software; and
- good interpersonal and problem-solving skills.



Assistant to Department Chair, Department of Management

Position Number: MBA04

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring semester. Summer position is contingent upon funding.

Supervisor/Contact:

Dr. Michael Monahan, Framptom 315, 301-687-3090, mmonahan@frostburg.edu

Duties:

This Graduate Assistant will:

- assist the Department Chair and the Department Administrative Assistant with special projects;
- works as a Research Assistant to the Department Chair and other faculty within the department on an as needed basis, performing library search, data collection, data entry/analysis, and other research-related tasks; and
- perform general office duties as required on a daily basis.

Qualifications:

The individual occupying this assistantship should be able to demonstrate word-processing, spreadsheet, database and web software skills. The individual should also be able to work on multiple projects at the same time and must have excellent interpersonal skills.



Assistant to Department Chair, Department of Marketing & Finance
Position Number: MBA05

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring semesters. Summer position is contingent upon funding.

Supervisor/Contact:

Dr. Carol J. Gaumer, Department Chair, Framptom 320, 301-687-4052/4417, cgaumer@frostburg.edu

Duties:

This Graduate Assistant will:

- assist the Department Chair and the Department Administrative Assistant with special projects, report writing, record keeping, and record maintenance;
- work as a Research Assistant to the Department Chair and Department faculty, performing library search, data collection, data entry/analysis, and other research-related tasks; and
- perform general office duties as required on a daily basis.

Qualifications:

The individual occupying this graduate assistantship should be able to demonstrate proficiency in word-processing, spreadsheet, database and web software skills. The individual should also be able to work on multiple projects at the same time and must have excellent interpersonal communication skills.



Assistant to Graduate Coordinator
Position Number: MBA06

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring semester. Summer position is contingent upon funding..

Supervisor/Contact:

Mr. Ron Ross, MBA Program Coordinator, Guild Center 235, 240-675-4990, rross@frostburg.edu

Duties:

This Graduate Assistant will:

- assist the Graduate Coordinator in data collection and analysis;
- maintain student files and records;
- serve as student member of the Graduate Policy committee and perform tasks as necessary to assist the committee; and
- assist the Graduate Coordinator and the Assurance of Learning Director in collecting data and maintaining records for the MBA Assurance of Learning activity.

Qualifications:

The individual occupying this graduate assistantship should be able to demonstrate proficiency in word-processing, spreadsheet, database and web software skills. The individual should also be able to work on multiple projects at the same time and must have excellent interpersonal communication skills.



Assistant to the Director of Center for Leadership Development
Position Number: MBA07

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring semester. Summer position is contingent upon funding.

Supervisor/Contact:

Dr. Amit Shah, Department of Management, Framptom 322, 301-687-4408, ashah@frostburg.edu

Duties:

This Graduate Assistant will:

- work with the Center Director on special projects and data collection, entry and analysis;
- develop, maintain and update the promotional literature and reports; and
- perform general office duties as required on a daily basis and other duties as assigned by the Director..

Qualifications:

The individual occupying this assistantship should have well-developed word-processing, spreadsheet, database and web software skills. The individual will also need to be able to work on multiple projects at the same time, and should have excellent interpersonal skills.



Assistant to the Director of Center for Regional Progress
Position Number: MBA08

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring semester. Summer position is contingent upon funding.

Supervisor/Contact:

Dr. Peggy M. Dalton, Guild Center 131, 301-687-4418 or Old Main 101, 301-687-3032, pdalton@frostburg.edu

Duties:

This Graduate Assistant will:

- update regional economic databases monthly;
- prepare the Business Barometer monthly;
- analyze data resources and prepare written reports of trends and noteworthy facts for inclusion in the Regional Review;
- prepare the Regional Review quarterly and update changes in personal income and county business patterns; and
- respond to questions and data inquiries from the regional community.

Qualifications:

The individual occupying this assistantship should have demonstrated analytical skills as well as a working knowledge of:

- the tools of economic analysis, particularly as they relate to economic development;
- word processing and spreadsheet (Microsoft Word, Excel, Publisher) software;
- basic statistics and tabular presentation of information; and
- good interpersonal and problem solving skills.



College of Education

Administration and Supervision

Position Number: EDUC01

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring semester.

Supervisor/Contact:

Dr. William Childs, Framptom Hall 216, 301-687-4216

Duties:

The graduate assistant will:

- contribute to the continuous updating of content and concepts in the A&S program and in the strategic planning of the Department by doing library research;
- organize and maintain networks with the A&S Advisory Council, prospective and current students, alumni, and others;
- maintain statistical records for the program by keeping track of enrollments, admissions activities, program completions, program inactives, and other data in a readily retrievable manner for diverse analyses, syntheses, and interpretation;
- help increase Department's visibility internally and externally by assisting in the preparation and delivery of oral and written communication;
- assist in the process of instructional design and delivery by monitoring new materials announcements, writing for them, and shelving/filing them appropriately for ready access;
- support the internship program by maintaining records and by assisting in the scheduling of requisite visits to intern sites and of transportation to sites;
- assist in needs assessment, program evaluation, and strategic planning for the Program and the Department; and
- utilize computer skills to prepare, revise, and generate instructional materials and correspondence.

Qualifications:

- full program admission to a Master of Education program of study; and
- office and secretarial skills, finance and managerial accounting, as well as communication skills are highly essential in consideration of candidate selection.



Special Education

Position Number: EDUC02

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring semester.

Supervisor/Contact:

Dr. Oma Gail Simmons, Framptom Hall 217, 301-687-4432

Duties:

The primary functions of this position follow:

- assist in the preparation of course materials for all graduate and undergraduate courses in Special Education;
 - assist in workshops given for the public schools in the area of Special Education; and
 - assist in classroom instruction in an area of expertise. These areas may include technology, graphic arts, English as a second language, school counseling or reading.
- The graduate student will benefit in the following ways:
- gain knowledge of current issues in special education;
 - develop expertise in preparation of teaching materials for higher education classes; and
 - gain personal confidence and added experience through leadership roles in teaching and working with preservice and inservice teachers.

Qualifications:

Full program admission to the Master of Education Special Education program. Familiarity with the public school system operation in the United States.



Children's Literature Centre
Position Number: EDUC03 and EDUC04

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring semester.

Supervisor/Contact:

Dr. William Bingman, Framptom Hall 205-3, 301-687-4420

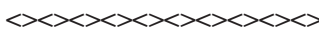
Duties:

The primary functions of this position follow:

- Assist in the planning and execution of the Fall and Spring Authors series and Spring Festival of Children's Literature, and Meet the Author Summer Workshop. These four events provide the University community and several hundred Educational Professions students with the opportunity to learn about children's literature and its reaching curricular and life connections from noted authors, illustrators, and storytellers. Participants travel to Frostburg from many states in the Northeast; and
- assist in grant procurement which will facilitate the mission of the Children's Literature Center;
- The graduate student will benefit in the following ways;
- understanding the organizational format of a conference and the many aspects of its planning and implementation;
- gain personal confidence through public speaking;
- gain a knowledge of current children's literature;
- develop curricular connections using a literature base;
- establish professional contacts which may lead to future employment or professional growth opportunities; and
- recognize the importance of cooperation and teamwork.

Qualifications:

- able to work within a team environment;
- personable;
- able to work effectively with the public;
- computer proficient; and
- Familiarity with children's books.
- Full program admission to a Master of Education program of study.



Professional Development School Support
Position Number: EDUC05

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring semester.

Supervisor/Contact:

Dr. Francis Meyers, Framptom Hall 303, 301-687-4451

Duties:

The primary functions for this position follow:

- assist in the development, implementation, and maintenance of Professional Development School activities including on-site responsibilities as appropriate;
- provide on-going assistance in the assessment of program candidates; and
- other duties as assigned by supervisor.

Qualifications:

- Full program admission to a Master of Education program of study.



Curriculum and Instruction

Position Number: EDUC06

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring semester.

Supervisor/Contact:

Dr. Doris Santamaria-Makang, Framptom Hall 137, 301-687-7018

Duties:

The graduate assistant in C&I will:

- assume responsibility for selected logistical functions such as scheduling facilities and equipment, collecting information from telephone calls and letters, and creating and managing instructional and administrative files;
- conduct library research and analysis/synthesis/interpretation of studies pertinent to the Curriculum & Instruction program;
- maintain statistical records in an electronic database for the program by keeping track of enrollments, admissions activities, program completions, program inactives and other data in a readily retrievable manner for diverse analysis, synthesis, and interpretation;
- assist in the process of instructional design and delivery by monitoring new materials, announcements, writing for and shelving/filing them appropriately for ready access;
- contribute to the advisement process and procedures by maintaining appropriate files and by keeping a file on needed actions such as processing credit evaluations and graduation clearances;
- assist in the planning and implementation of programs for public school students who visit the campus; and
- assist in scheduling and procuring materials, equipment, and instructional settings for off-campus programs.

Qualifications:

- Full program admission to a Master of Education program of study and computer proficient.



Interdisciplinary Program

Position Number: EDUC07

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring semester.

Supervisor/Contact:

Dr. Thomas Palardy, Framptom Hall 109, 301-687-3095

Duties:

The primary functions of this position follow:

- assume responsibility for selected logistical functions such as scheduling facilities and equipment, collecting information from telephone calls and letters, and creating and managing instructional and administrative files;
- conduct library research and analysis/synthesis/interpretation of studies pertinent to the program;
- maintain statistical records for the program by keeping track of enrollments, admissions activities, program completions, program inactives and other data in a readily retrievable manner for diverse analysis, synthesis, and interpretation;
- assist in the process of instructional design and delivery by monitoring new materials, announcements, writing for and shelving/filing them appropriately for ready access;
- assist in needs assessment, program evaluation, and strategic planning for the Program and the Department;
- utilize computer skills to prepare, revise, and generate instructional materials and correspondence;
- other duties as assigned by supervisor.

Qualifications:

- Full program admission to a Master of Education program of study.

School Counseling
Position Number: EDUC08

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring semester.

Supervisor/Contact:

Dr. Mikal Crawford, Framptom 206-1, 301-687-4448

Duties:

The primary functions of the position follow:

- assist program coordinator with administrative and clerical duties and correspondence;
- assist with creating materials for program public relations (e.g., newsletter, brochure, etc.);
- handle general questions regarding program requirements and admissions through phone and email contact;
- handle phone contacts with prospective students, on-site supervisors, principals and central office personnel as needed;
- identify, obtain and update resource materials for the program;
- develop bibliographies and conduct literature reviews for course and program research;
- maintain files and records;
- update computer database;
- assist in improving classroom materials; and
- explore and conduct needs assessment for the program in the region.

Qualifications:

- Full program admission to a Master of Education program of study.
- Knowledge of Word, Excel, Power Point and internet and library on-line research tools.
- Strong verbal and written communications skills a must.
- Student must be able to work daytime hours.
- Preference is given to School Counseling candidates.



Administrative Support Graduate Assistant
Position Number: EDUC09

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring semester.

Supervisor/Contact:

Dr. Ken Witmer, Linda Brumage, Framptom 218, 301-687-4759

Duties:

The primary functions of this position follow:

- assist the Dean on special projects, events, and programs;
- general office duties as required; and
- other duties as assigned by the Dean.

Qualifications:

- Full program admission to a Master of Education program of study.



Microcomputer Lab

Position Number: EDUC10 & EDUC11

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring semester.

Supervisor/Contact:

Dr. Marcia Cushall/Dr. Reynaldo Azzi, Framptom Hall 121, 301-687-4308

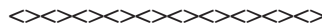
Duties:

The primary functions of this position follow:

- work with graduate and undergraduate students in directed lab experience;
- work with the faculty coordinator in implementing the department's computer application plan;
- work with faculty coordinator in developing graduate courses in instructional/educational technology;
- present demonstrations in the lab for graduate and undergraduate students and for appropriate university and community personnel;
- prepare and publish instructional modules for graduate and undergraduate technology work-shops; and
- work with the coordinator in developing and presenting workshops for Educational Professions faculty and for K-12 Teacher/administrators in Allegany and Garrett Counties.

Qualifications:

- Full program admission to a Master of Education program of study.



Microcomputer Lab

Position Number: EDUC12

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring semester.

Supervisor/Contact:

Dr. Marcia Cushall/Dr. Reynaldo Azzi, Framptom Hall 121, 301-687-4308

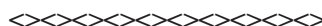
Duties:

The primary functions of this position follow:

- develop a schedule for alternative microcomputer room usage (classes, free labs, directed labs);
- maintain an inventory of software, hardware, and supplies for the lab;
- alert the faculty coordinator to needs for replacement, replenishment of materials, and supplies;
- assist in coordinating a lab schedule for work-study and state-money students;
- develop and maintain the schedule for student technology workshops;
- supervise open lab personnel;
- develop and maintain schedule for faculty development workshops;
- maintain and publish lab catalog;
- work with faculty members in creating and publishing course materials and announcements;
- develop brochures and announcements to publicize semester classes, department activities, and GA openings;
- work with the coordinator in developing/editing lab procedures and policies manuals; and
- support graduate and undergraduate students in directed lab experience.

Qualifications:

- Full program admission to a Master of Education program of study.



N- 8 Blocks

Position Number: EDUC13

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring semester.

Supervisor/Contact:

Dr. Barbara Ornstein, Framptom Hall 207-1, 301-687-4254

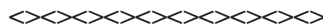
Duties:

The primary functions of this position follow:

- assist in block seminars;
- act as liaison between block students and block instructors;
- attend block meetings and act as the recording secretary;
- conduct research on current undergraduate programs and topics as assigned;
- help with paperwork in various courses and block seminars;
- use Macintosh computer to support the block instructors;
- assist block instructors with class workshops;
- coordinate paperwork for all block field work;
- facilitate block communication;
- contribute to the assessment of student projects and portfolios; and
- assist with paperwork for N-8 placements.

Qualifications:

- Full program admission to a Master of Education program of study.



Hagerstown MAT Program

Position Number: EDUC14

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring semester.

Supervisor/Contact:

Dr. Kim Rotruck, Hagerstown Center, 240-527-2736

Duties:

The primary functions of this position follow:

- record potential applicants when coordinator is not available and relay information to the Education Coordinator;
- mail and email information requests for MAT and M.Ed. programs;
- duplicate and prepare packets of information for the MAT and M.Ed. programs;
- assist M.Ed. faculty in the evening with class preparation;
- participate in evening Information Meetings for various education programs;
- assist with organization of data for accreditations;
- help faculty with literature searches for research studies;
- assist with the distance learning labs and instructors teaching at the other location;
- direct inquiries and candidate communications to the appropriate instructor or coordinator; and
- other duties as assigned by the Education Coordinator.

Qualifications:

- Full program admission to a Master's program of study.



Candidate and Program Assessment

Position Number: EDUC15

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring semester.

Supervisor/Contact:

Dr. Ken Witmer, Framptom Hall 203-5, 301-687-4357

Duties:

The primary functions of this position follow:

- provide on-going assistance in the assessment of program candidates;
- provide on-going assistance in program assessment;
- use computer to support assessment efforts; and
- other duties as assigned by supervisor.

Qualifications:

- full program admission to a Master of Education program of study;
- organized and meticulous in managing text and numbers;
- capable with Microsoft Office, especially Excel; and
- interest in conducting action research and validation studies with some experience desirable.



Reading Program

Position Number: EDUC16

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring semester.

Supervisor/Contact:

Dr. Roger Dow, Frampton Hall 207-5, 301-687-4431

Duties:

The primary functions of this position follow:

- assist the Graduate Reading Coordinator in the maintenance of Graduate Reading records and current candidate files;
- assist in the organization of accreditation materials related to NCATE, the International Reading Association 16 Standards, and the Educational Profession's Unit Outcomes related to the Graduate Reading Program;
- assist in clerical duties such as organizing and filing course material, providing assistance in duplicating and mailing materials to candidates;
- assist in the management of on-line course material such as printing student discussion boards, emails, and electronically submitted course materials;
- assist in the organization and design of Reading Suite displays and information centers;
- To read and study. This includes preparation for courses taken while a Graduate Reading Assistant, as well as self-selected material deemed important by the Graduate Reading Assistant; and
- accurately record and maintain phone log contacts and messages for the Graduate Reading Coordinator.

Qualifications:

- Full program admission to a Master of Education program of study.



Administrative Support Graduate Assistant
Position Number: EDUC17

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring semester.

Supervisor/Contact:

Dr. Mary Kay Finan, Framptom Hall 223, 301-687-4094

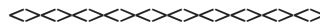
Duties:

The assistants assigned to the Department Chairperson must complete the following duties:

- assist in the coordination and administration of the Master Degree program in the Educational Professions department;
- perform general office duties as required on a daily basis;
- assist with teacher certification forms;
- coordinate Graduate Assistant applications;
- mail materials to persons interested in the Education Professions programs;
- coordinate undergraduate advisor assignments;
- assist with student evaluations of faculty process;
- assist Associate Chair at the direction of the Chair; and
- help the Chair on special projects, events, and programs.

Qualifications:

- These positions deal with highly confidential material and require the Assistant to maintain a high level of professionalism.



Secondary/K12 PDS Coordination
Position Number: EDUC18

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring semester.

Supervisor/Contact:

Dr. Harold Winstanley, Framptom Hall 202, 301-687-4294

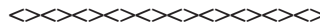
Duties:

The primary functions of this position follow:

- facilitate and coordinate the scheduling of Educational Professions supplemental field experiences, including Shadow Day, required observations in various courses (such as EDUC 202), and other such experiences;
- assist with data entry as needed;
- help with the development and dissemination of appropriate materials related to assigned tasks; and
- assist with special projects related to the coordinator's responsibilities.

Qualifications:

- Full program admission to a Master of Education program of study.



Teaching and Professional Assessment Lab

Position Number: EDUC19 & EDUC20

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring semester.

Supervisor/Contact:

Dr. Karyn Schweiker-Marra, Framptom Hall 108, 301-687-4338

Duties:

The primary functions of this position follow:

- co-teach all labs (course on lesson plan and development and performance);
- meet with students individually for advice on lesson plan;
- evaluate and provide feedback on student lesson plans;
- evaluate and provide feedback on student presentations;
- evaluate students performance; and
- refer students with difficulties to Dr. Schweiker-Marra.

Qualifications:

- Full program admission to a Master of Education program of study.
- Some semesters have evening hours required which may preclude applicants from some MED concentrations.
- Candidates with prior classroom teaching experience at the K-12 level will be given preference.



Office of Clinical and Field Experience

Position Number: EDUC21

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring semester.

Supervisor/Contact:

Dr. Harold Winstanly, Framptom Hall 202, 301-687-4294

Duties:

The primary functions of this position follow:

- assist the Office of Clinical and Field Experience with tasks related to the duties thereto;
- provide assistance to the clerical needs of the Office of Clinical and Field Experience in setting up placements, including phoning schools to check on placements; and
- assist the Office of Clinical and Field Experiences with other tasks as needed.

Qualifications:

- Full program admission to a Master of Education program of study.



Administrative Support Graduate Assistant

Position Number: EDUC22

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring semester.

Supervisor/Contact:

Dr. Gary Wakefield, Framptom Hall 221, 301-687-7952

Duties:

The assistants assigned to the Department Chairperson must complete the following duties:

- assist in the coordination and administration of the Master Degree program in the Educational Professions department;
- perform general office duties as required on a daily basis;
- assist with teacher certification forms;
- coordinate Graduate Assistant applications;
- mail materials to persons interested in the Education Professions programs;
- coordinate undergraduate advisor assignments;
- assist with student evaluations of faculty process;
- assist Associate Chair at the direction of the Chair; and
- help the Chair on special projects, events, and programs.

Qualifications:

- These positions deal with highly confidential material and require the Assistant to maintain a high level of professionalism.



Research/Teaching Assistant

Position Number: EDUC23, EDUC24, and EDUC25

Terms/Conditions

Tuition waiver of no more than 12 credit hours per term and 30 credit hours per twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring semester; Summer possible contingent on funding.

Supervisor/Contact:

Dr. Art W. Siemann, 259 Cordts PE Center, 301-687-4463 or 301-687-4461

Duties:

May be assigned to the department of Health and Physical Education as a Research Assistant, Teaching Assistant, or Special Programs Coordinator.

- research responsibilities include coordination of the Human Performance Lab, assisting with fitness testing, and related research;
- teaching responsibilities may include one or more of the following courses: aerobic dance, basketball, CPR, first aid, red cross lifeguarding, soccer, swimming, water safety instruction, and weight training;
- responsibilities for special program coordination include assisting faculty to administer and conduct a Motor Development Clinic for children who have a disability, the administration and training of staff working in the weight room, and the FSU Climbing Wall.

Qualifications:

- must have a 3.0 GPA or higher in an undergraduate degree program in Health or Physical Education, Exercise Science or allied health related field (such as Nursing, Physical Therapy, or Medical Technology);
- students seeking assignments as a Teaching Assistant need either an undergraduate degree with teacher certification or documented evidence of past teaching experience at a secondary level or college/university setting; and
- students, in order to be eligible for these assistantship positions, must be fully admitted to a Frostburg State University graduate program.



Technology Assistant
Position Number: EDUC26

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours per twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring semester; Summer possible contingent on funding.

Supervisor/Contact:

Art W. Siemann, Ph.D. 259 Cordts PE Center, 301-687-4463 or 301-687-4461

Duties:

- assist faculty within the department to integrate technology into the curriculum;
- produce and conduct computer training seminars utilizing Microsoft applications;
- maintain existing departmental technology equipment;
- assist department website coordinator to develop and maintain web pages.

Qualifications:

- full admission to a Frostburg State University graduate program;
- extensive knowledge of Microsoft Word, Excel, PowerPoint, and Access for both Windows and Macintosh platforms;
- be willing to learn webpage development and maintenance; and
- assist faculty and graduate students in conducting research.



Marketing and Outreach Liaison
Position Number: EDUC27

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring semester.

Supervisor/Contact:

Dr. Ken Witmer, Framptom Hall 203-5, 301-687-4357

Duties:

- participate with the College of Education and the Office of Graduate services in recruitment activities;
- assist the College of Education and the Office of Graduate Services with creating and updating marketing and communications relevant to the College of Education;
- assist the Dean of the College of Education on Special Projects;
- assist in the development of initiatives that promote the College of Education among faculty and students;
- assist in the development and expansion of technology as a tool used by the College of Education, the Office of Graduate Services and the Graduate Program Coordinators for the purpose of recruitment, enrollment and communication; and
- other duties as assigned by the Dean of the College of Education.

Qualifications:

It is important that the individual exhibits good written and verbal skills, is organized and punctual, is comfortable working independently and with a diverse clientele, has good interpersonal skills, has experience with both Mac and PC platforms, and has well developed skills using Microsoft Office, especially PowerPoint and Word. Experience using Illustrator and Photoshop would be a plus.



Research/Teaching Assistant - Park & Recreation Resource Management
CCBC Catonsville
Position Number: PRRM01

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring semester; Summer possible contingent on funding.

Contact:

Dr. Robert Kauffman 270 Cordts PE Center, 301-687-4477 or email: rkauffman@frostburg.edu

Supervisor:

Dr. Maureen Dougherty, CCBC Catonsville, 410-869-1103. Email: mdougherty@frostburg.edu

Duties:

The purpose of this graduate assistantship is to assist in the administration of the collaborative program at the Community College of Baltimore County/Catonsville/Campus. Specific duties of the GA include the following:

- assist the CCBC coordinator in the development of program materials (e.g. policy manual for the FSU students) in the CCBC program;
- act as the point person for the therapeutic recreation distance-learning courses which are taught at FSU and at CCBC/Catonsville (i.e. usually, one per semester, RECR 321, 421 and 422). This includes operating the system, monitoring attendance, proctoring exams, etc.;
- work with the Park & Recreation Resource Management Program Advisory Board in the carrying out of its initiatives that were identified by the Board. These tasks include the development of a) an alumni association, b) an outstanding major award, and c) a scholarship program;
- assist in the recruitment of new students into the program (e.g. attend high school fairs, send materials to students, etc.);
- act as the FSU program liaison with the Maryland Recreation and Parks Association; and
- perform other duties as assigned.



Research/Teaching Assistant - Parks & Recreation Resource Management
Program at FSU
Position Number: PRRM02

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring semester; Summer possible contingent on funding.

Contact:

Dr. Robert Kauffman 270 Cordts PE Center, 301-687-4477 or email: rkauffman@frostburg.edu

Supervisor:

Dr. Maureen Dougherty, CCBC Catonsville, 410-869-1103. Email: mdougherty@frostburg.edu

Duties:

The purpose of this graduate assistantship is to assist in the administration of the Park & Recreation Resource Management program located at FSU. Specific duties of the GA position include the following:

- assist with the compilation of materials for the self-study for National Recreation and Parks Association/American Association for Leisure and Recreation accreditation;
- assist in the distance-learning course in therapeutic recreation that is taught using distance learning between FSU and Community College of Baltimore County/Catonsville (i.e. usually, one per semester, RECR 321, 421 and 422). This includes assisting the instructor who is usually at the other site; responsibilities include operating the system, monitoring attendance, proctoring exams, etc.;
- assist with administration, recruitment of students, and development of class materials in the undergraduate and/or graduate program;
- assist faculty in literature reviews and other research functions necessary for scholarly work; and
- perform other duties as assigned.



College of Liberal Arts and Science – Biology

Biology Department, Teaching Assistant Position Number: BIOL01 through BIOL13

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring semester.

Supervisor/Contact:

Dr. Scott Fritz, Compton Science Center 314, 301-687-4306

Duties:

The primary functions of this position follow:

- instruct BIOL 149 General Biology I, BIOL 150 General Biology II, or BIOL 109 Human Biology and the Environment Laboratories which consist of two to four contact hours per week;
- hold one office hour for each lab taught;
- attend lecture and take attendance for the lecturer, as well as attend preliminary, organizational meeting once a week;
- compose quizzes and lab practical questions during the semester and grade quizzes, practicals, and lab reports;
- maintain a gradebook, communicate grades to lecturer in a timely manner, and produce academic progress reports for Diversity Center, if requested;
- help with lectures and proctor exams;
- administer the “Student Evaluation of Instruction and Courses” for the department of Biology; and
- perform other duties deemed appropriate by the department, including driving a university vehicle and attending any required safety training.

Qualifications:

Candidates must have taken basic courses in the Biological Sciences and possess adequate comprehension of the major principles of Biology. Candidates must possess the ability to prepare laboratory introductions, have well-developed verbal and written communication and interpersonal skills, and have a major professor in the Biological Sciences Graduate Program who directs the thesis research project. TAs will concurrently take BIOL 601 Lab Teaching Experience covering major teaching skills while teaching BIOL 149 General Biology I during the first semester.

Note: The Biology Department reserves the right to determine how the Graduate Assistantship assigned to the department will be used.



Biology Department, Teaching Assistant

Position Number: BIOL14 & BIOL15

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring semester.

Supervisor/Contact:

Dr. David Morton, Compton Science Center 303, 301-687-4355

Duties:

The primary functions of this position follow:

- instruct BIOL 201/202 Anatomy and Physiology Laboratories, which consist of classroom teaching four contact hours per week;
- hold one office hour for each section taught;
- attend lectures, help proctor exams, attend first hour of first lab in sequence;
- attend the Coordination Meetings to plan and organize the following week's setup;
- compose quizzes and lab practical questions during the semester and grade quizzes, practicals and lab reports;
- maintain a gradebook, communicate grades to lecturer in a timely manner, and produce academic progress reports for Diversity Center, if requested;
- help proctor lecture exams;
- administer the "Student Evaluation of Instruction and Courses" for the department of Biology; and
- perform other duties deemed appropriate by the department.

Qualifications:

Candidates must have taken basic courses in the Biological Sciences, preferentially Anatomy and Physiology, and possess adequate comprehension of the major principles of Biology. Candidates must possess the ability to prepare laboratory introductions, have well-developed verbal and written communication skills as well as strong interpersonal skills. A major professor in the Biological Sciences Graduate Program who directs the thesis research project is required. TAs will concurrently take BIOL 601 Lab Teaching Experience covering major teaching skills while teaching BIOL 201 or 202 Anatomy and Physiology during the first semester.

Note: The Biology Department reserves the right to determine how the Graduate Assistantship assigned to the department will be used.



College of Liberal Arts and Science – Computer Science

Computer Science Department, Teaching Assistant

Position Number: COSC01

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring semester.*

Supervisor/Contact:

Dr. Mohsen Chitsaz, Lowndes Hall 218, 301-687-4787

Duties:

The primary functions of this position follow:

1. assist in COSC 240;
2. hold office hours for COSC 240 (minimum of one hour for each lab taught);
3. prepare handout and instructional material for COSC 240;
4. attend class lectures;
5. help with quizzes and exams;
6. perform other duties as assigned by supervisor.

Qualifications:

Full program admission into the Master of Science in Computer Science program.

**Will be filled pending available funding.*



Computer Science Department, Teaching Assistant

Position Number: COSC02

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring semester.*

Supervisor/Contact:

Dr. Mohsen Chitsaz, Lowndes Hall 218, 301-687-4787

Duties:

The primary functions of this position follow:

1. assist in COSC 241 lab;
2. hold office hours for COSC 241 (minimum of one hour for each lab taught);
3. prepare handout and instructional material for COSC 241;
4. attend class lectures;
5. help with quizzes and exams; and
6. perform other duties as assigned by supervisor.

Qualifications:

Full program admission into the Master of Science in Computer Science program.

**Will be filled pending available funding.*



Computer Science Department, Teaching Assistant
Position Number: COSC03

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring semester.*

Supervisor/Contact:

Dr. Mohsen Chitsaz, Lowndes Hall 218, 301-687-4787

Duties:

The primary functions of this position follow:

1. conduct COSC 365 lab(s);
2. hold office hours for COSC365(minimum of one hour for each lab taught);
3. prepare handout and instructional material for COSC 365;
4. attend class lectures;
5. help with quizzes and exams;
6. perform other duties as assigned by supervisor.

Qualifications:

Full program admission into the Master of Science in Computer Science program.

**Will be filled pending available funding.*



Computer Science Department, Teaching Assistant
Position Number: COSC04

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring semester.*

Supervisor/Contact:

Dr. Mohsen Chitsaz, Lowndes Hall 218, 301-687-4787

Duties:

The primary functions of this position follow:

1. assist in a number of COSC courses;
2. hold office hours;
3. prepare handout and instructional materials;
4. attend class lectures as needed;
5. help with quizzes and exams; and
6. perform other duties as assigned by supervisor.

Qualifications:

Full program admission into the Master of Science in Computer Science program.

**Will be filled pending available funding.*



College of Liberal Arts and Science – Counseling Psychology

Experiential Lab Supervision Assistant

Position Number: PSYC01

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring semester.

Supervisor/Contact:

Dr. Michael Murtagh, Guild Center 207A, 301-687-4446

Duties:

This graduate assistantship position is normally filled by a second or third year student and ordinarily by a student who previously was in the Program Support Assistantship Position. The assistant will provide supervisory support for skills acquisition components in undergraduate courses 410 and 408 and the graduate experiential lab courses 600, 630, 640, 660 (which the student has completed). This position increases the student's knowledge of counseling skills and theory. It provides a direct experience in counseling techniques and the development of interpersonal skills and supervisory experiences.

In addition, the assistant will serve as a liaison between students and faculty, orient the first year program assistants, as well as perform some M.S. Program support activities such as admissions.

Qualifications:

This person must be a student in the M.S. Counseling Psychology Program. The student must be open to a wide variety of theories, techniques, and options in counseling. This student must have especially solid interpersonal skills.



First/Second Year Research Assistant

Position Number: PSYC02

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring semester.

Supervisor/Contact:

Dr. Michael Murtagh, Guild Center 207-A, 301-687-4446

Duties:

This graduate assistantship would normally be filled by a first year student.

- be an active contributor to ongoing research projects under the direction of the graduate assistant's supervisor;
- review the literature relevant to ongoing research projects in which the assistant will be involved;
- review the literature relevant to prospective research projects;
- library research, data collection, data entry into SPSS-X, and assisting with data analyses; and
- assisting the research supervisor and/or department in other areas of need, especially as related to ongoing research.

Qualifications:

This person must be a student in the M.S. Counseling Psychology Program. This student should have a strong research background and have a thorough working knowledge of research methods and design. Most importantly, this student should have a high level of motivation to conduct research and should anticipate continued involvement in research beyond this program (e.g., in a doctoral-level program or in conjunction with job responsibilities).



First/Second Year Program Assistant

Position Number: PSYC03

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring semester.

Supervisor/Contacts:

Dr. Michael Murtagh, Guild Center 207A, 301-687-4446

Duties:

The goal of this position is to develop skills in the first/second year student so they are able to provide supervisory support in undergraduate skills courses and graduate experiential lab courses when the student finishes his/her first year. During the first semester the student is paired with an experienced graduate assistant. The student assumes more of an independent, supervisory role as he/she progresses through the academic year.

Additionally, the student assists the program coordinator in administering such program aspects as liaison activities with students and faculty, as well as other office duties which include computer database entry and word processing, and maintenance of psychology testing materials.

Qualifications:

This person must be a student in the M.S. Counseling Psychology Program. The student must have exceptional communication skills, computer programming and word processing skills, and strong interpersonal skills.



First Year Research Assistant

Position Number: PSYC04

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring semester.

Supervisor/Contacts:

Dr. Michael Murtagh, Guild Center 207A, 301-687-4446

Duties:

This graduate assistantship would normally be filled by a first year student. The graduate assistant will be expected to be an active contributor to ongoing research projects under the direction of the graduate assistant's supervisor. Thus, during the first semester, assistantship duties would include reviewing the literature relevant to ongoing research projects in which the assistant will be involved, and during the second semester, reviewing the literature relevant to prospective research projects. In both semesters, duties will also include library research, data collection, data entry into SPSS-X, and assisting with data analyses. Finally, duties will include assisting the research supervisor and/or department in other areas of need, especially as related to ongoing research.

Qualifications:

This person must be a student in the M.S. Counseling Psychology Program. This student should have a strong research background and have a thorough working knowledge of research methods and design. Most importantly, this student should have a high level of motivation to conduct research and should anticipate continued involvement in research beyond this program (e.g., in a doctoral-level program or in conjunction with job responsibilities).



Second/Third Year Research Assistant
Position Number: PSYC05

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring semester.

Supervisor/Contacts:

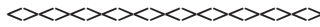
Dr. Michael Murtagh, Guild Center 207A, 301-687-4446

Duties:

This graduate assistantship would normally be filled by a second year student and ordinarily by the student previously in the First Year Research Assistant position. The graduate assistant will be expected to be an active contributor to ongoing research projects under the direction of the graduate assistant's supervisor and to propose original research related to ongoing projects. Duties may include supervision of the student in the First Year Research Assistant position. Duties may also include oversight, with an appropriate level of input from the supervisor, of data collection, data analysis, and report writing. Duties may include, as appropriate, developing an original research proposal to obtain funding from the Petenbrink Foundation (Spring semester, 4-6 hours per week).

Qualifications:

This person must be a student in the M.S. Counseling Psychology Program. This student should have a strong research background and have a thorough working knowledge of research methods and design. Most importantly, this student should have a high level of motivation to conduct research and should anticipate continued involvement in research beyond this program (e.g., in a doctoral-level program or in conjunction with job responsibilities).



Outcomes Assessment Research Assistant
Position Number: PSYC06

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring semester.

Supervisor/Contacts:

Dr. Michael Murtagh, Guild Center 207A, 301-687-4446

Duties:

This graduate assistantship will provide support for outcomes assessment research being conducted in both the Psychology graduate and undergraduate programs. Outcomes assessment research does not focus on the achievements of individual students or specific outcomes in courses offered by specific faculty members. Rather, the emphasis is on the cumulative effect of Psychology coursework on student's knowledge, skills, and attitudes. Several faculty members are involved in this research; the graduate assistant's workload will be coordinated by the faculty member named above. The graduate assistant will be involved in library research, literature review, data collection, data entry, and report writing. There is also an expectation that, with increased experience, the graduate assistant will be involved in research design. Normally, this position will be filled by a first-year student who will continue in the position for three years.

Qualifications:

This person must be a student in the M.S. Counseling Psychology Program. This person should have a good working knowledge of research methods and design and research experience. Most importantly, this person should have a high level of motivation to conduct research and should anticipate continued involvement in research beyond this program (e.g., in a doctoral-level program or in conjunction with job responsibilities).



Wilda B. Petenbrink Graduate Research Assistant
Position Number: PSYC07

Terms/Conditions:

Tuition waiver of no more than 12 credit hours per term and 30 credit hours in a twelve month period; \$2500 stipend per semester for 20 hours of supervised work per week; Fall and Spring semester.

Supervisor/Contacts:

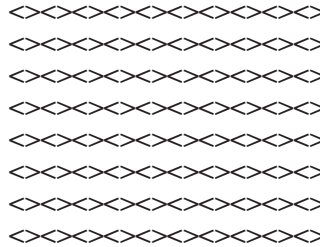
Dr. Michael Murtagh, Guild Center 207A, 301-687-4446

Duties:

This graduate assistantship is generally filled by a student previously in the First or Second Year Research Assistant position. This graduate assistant will be expected to conduct original community mental health research with data collection to be completed in the Fall semester and data analysis and project write-up to be completed in the Spring semester. Minimally, the student would be expected to present the project to the graduate faculty and students. Ideally, the project should be submitted for publication.

Qualifications:

This person must be a student in the M.S. Counseling Psychology Program. This student should have a strong research background and have a thorough working knowledge of research methods and design. Most importantly, this student should have a high level of motivation to conduct research and should anticipate continued involvement in research beyond this program (e.g., in a doctoral-level program or in conjunction with job responsibilities).



Application for a Graduate Assistantship/International Fellowship

Application Components and Deadline

The application for Graduate Assistantship (GA) or International Fellowship (IF) consists of three components:

(1) the completed GA application form, (2) three completed Graduate Assistantship Recommendation Forms, and (3) the submission of an updated resume.

Only International Students are eligible to apply for the International Fellowships. Due to the limited number of available International Fellowship positions, International students are encouraged to apply for both Graduate Assistantships and International Fellowship positions. Check both the GA and IF boxes on the application.

To be considered in the initial review, applications must be received in the Office of Graduate Services on or before March 15 for positions beginning in the fall of the academic year, or on or before October 15 for positions beginning in the spring semester. Applicant must take the initiative to follow up on references.

It is the responsibility of the applicant to have all of the application materials in the Office of Graduate Services by March 15. The applicant will be notified of a complete GA file only after all required materials have been received. Applicants will be notified of selection results no earlier than April 15. Since the application process is ongoing and vacancies may occur at various times, the selection process will continue until positions are filled.

Inquiries related to the application process can be directed to the Office of Graduate Services at 301-687-7053 or email : www.gradservices.edu.

Application Procedure/Processing

Checklist:

- Obtain all necessary forms from the Office of Graduate Services or on line at www.frostburg.edu/grad/forms.htm
- Complete the two-page Graduate Assistantship/International Fellowship Application and forward it to the Office of Graduate Services.
- Submit an updated resume.
- Forward one copy (three are provided) of the Graduate Assistantship Recommendation Form to each of three former instructors. When necessary, professional supervisors may be used as references in lieu of former instructors. These forms are to be returned to the Office of Graduate Services on or before March 15 for positions beginning in the fall of the academic year, or on or before October 15 for positions beginning in the spring semester.
- Gain formal admission to a graduate program of study or at least submit a completed application for graduate study. Pay the Graduate Admission Application fee of \$30 to the Business Office.
- Participate in interviews when requested.

NOTE: Full program admission is a prerequisite to receiving an assistantship or fellowship.



Office of Graduate Services
 Frostburg State University
 101 Braddock Road
 Frostburg, Maryland 21532-2303
 (301) 687-7053
 FAX (301) 687-4597

Type or Print

I am applying for: <input type="checkbox"/> Graduate Assistantship <input type="checkbox"/> International Fellowship				
Name: _____				
Street Address: _____				
City: _____		State: _____		Zip: _____
Social Security Number: _____			Date of Birth: _____	
Home Phone: _____		Work Phone: _____		
Email: _____				
SEMESTER/TERM APPLIED (check one)				
<input type="checkbox"/> Fall Semester _____		<input type="checkbox"/> Academic Year _____		
<input type="checkbox"/> Spring Semester _____				
ACADEMIC HISTORY				
College/University	Location	Degree	Major	Grad. Date
LIST CURRENT G.P.A.: _____ LIST UNDERGRADUATE FINAL G.P.A.: _____				
WORK HISTORY				
Employer (Present to Past)	Dates Worked	Position/Title		
DEGREE SOUGHT				
<input type="checkbox"/> Master of Business Administration <input type="checkbox"/> M.S. in Applied Computer Science <input type="checkbox"/> M.S. in Counseling Psychology <input type="checkbox"/> M.S. in Applied Ecology and Conservation Biology <input type="checkbox"/> M.S. in Fisheries/Wildlife Biology <input type="checkbox"/> M.S. in Parks and Rec. Resource Mgmt.		<input type="checkbox"/> Master of Arts in Teaching Master of Education in: <input type="checkbox"/> Administration and Supervision <input type="checkbox"/> Curriculum and Instruction <input type="checkbox"/> Interdisciplinary <input type="checkbox"/> Reading <input type="checkbox"/> School Counseling <input type="checkbox"/> Special Education		
FOR OFFICIAL USE ONLY				
Date Received: _____		Reference 1: _____		Date Applied: _____
Resume: _____		Reference 2: _____		Date Admitted: _____
		Reference 3: _____		

Please Prioritize **POSITION SOUGHT**

Code	Description/Position Title	Code	Description/Position Title

STRENGTHS/COMPETENCIES/INTERESTS

Use this space to provide a description of your Strengths/Competencies/Interests. Use an additional page if required.

I certify that the statements made in this application are correct. I understand that failure to provide accurate information will result in the disqualification of my application for a Graduate Assistantship or an International Fellowship.

If awarded a Graduate Assistantship or an International Fellowship, I agree to comply with all policies and regulations of Frostburg State University in effect while I am a Graduate Assistant or an International Fellow.

I understand that all information furnished to the Office of Graduate Services in connection with this application will be treated confidentially and will be disclosed only to University officials and staff having a legitimate educational interest.

In making application, I accept and agree to abide by the policies and regulations of Frostburg State University concerning drug and alcohol abuse and understand that the unlawful use of drugs or alcohol will subject me to the penalties contained in those policies and regulations.

Applicant's Signature: _____ Date: _____

*Frostburg State University is an Affirmative Action/Equal Opportunity Institution.
Contracts will be awarded without regard to race, religion, sex, national origin, age, status as a veteran, or handicap.*

Request for Recommendation

(Applicant's Name)

(Social Security Number)

(Intended Graduate Program of Study)

Instructions to Applicant: Applicants seeking admission to certain graduate programs of study at Frostburg State University are asked to obtain three references (preferably from academic sources). Please complete and sign the waiver below and ask those recommending you to complete the Request for Recommendation form. The applicant should provide the respondent with a stamped envelope addressed to the Office of Graduate Services as indicated above.

The Family Educational Rights and Privacy Act of 1974 provides for student access to credential references. Students, however, are given the option of waiving their right of access to references. The signed statement below indicates the wish of this particular applicant.

_____ I wish to waive my right to inspect and review the contents of this reference.

_____ I retain the right to inspect the contents of this reference.

Student's signature: _____ Date _____

Please do not make any reference to the candidate's race, gender, religion, national origin, ancestry, or handicap. When typed, please return to the above address.

Knowledge of the Applicant

- Approximately how long have you known the applicant? _____ Years _____ Months
- How well do you feel you know the applicant? Slightly Well Very Well
- What is the nature of your contacts with the applicant?
 Teacher in one class Teacher in more than one class Employer Research Advisor
 Major Advisor Other (specify): _____
- In comparison with other students you have known, how would you rank the applicant's:

		Above	Below		Unable	
	<u>Exceptional</u>	<u>Average</u>	<u>Average</u>	<u>Average</u>	<u>Poor</u>	<u>To Judge</u>
Intellectual Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Habits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conversational Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral Presentation Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Research Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Would you accept the applicant as one of your own graduate students if you were in a position to do so?

- Definitely, I am certain the applicant will be successful.
- Yes, I would give the applicant a chance.
- Probably, but with some reservations.
- Maybe, but with many reservations.
- No.

Please print or type your responses to the following. Additional sheets may be attached as needed.

6. Briefly describe the applicant's relationships with students and/or colleagues.

7. Please comment on the applicant's character and temperament.

8. What are the applicant's outstanding assets?

9. Please describe any limiting factors which be taken into account in the applicants ability to fulfill duties of a graduate assistantship.

10. If possible, please comment on the applicant's ability to write major papers/thesis at the graduate level.

11. This space is for any additional comments, information, predictions.

12. This applicant is recommended:

- Strongly Moderately Weakly Not at All

PLEASE PRINT OR TYPE

AUTHORS NAME:		TITLE:	
ORGANIZATION:			
ADDRESS:			
PHONE:		EMAIL:	
SIGNATURE:		DATE:	

Request for Recommendation

 (Applicant's Name)

 (Social Security Number)

 (Intended Graduate Program of Study)

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ORGANIZATION:	
ADDRESS:	
PHONE:	EMAIL:
SIGNATURE:	DATE:

Request for Recommendation

_____ (Applicant's Name)

_____ (Social Security Number)

_____ (Intended Graduate Program of Study)

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Intellectual Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Research Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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AUTHORS NAME:	TITLE:
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ORGANIZATION:	
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ADDRESS:	
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PHONE:	EMAIL:
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SIGNATURE:	DATE:
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