

Online Graduate Assistant Applicant Guide

Last updated: February 16, 2007

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Create a Graduate Assistant Application

When you first create your graduate assistant application, you will be prompted to create an account. This will allow you to access your application in the future and will be required for you to apply to open assistantships.



NOTE: If you already have an account because of a student employment application you have already created, you will use the user account you have already created and will have the ability to create a GA application by clicking the ‘Manage Applications’ link in the navigation bar.

1. Click on Create Application in the navigation bar on the left.
2. Select the radio button for Graduate Assistant Application can click ‘Go’.
3. Type a user name and password.
 - You will need to use this information anytime you want to apply for an assistantship.
4. Complete all required fields on the graduate assistant application.
 - At this point, **you have not applied for an assistantship**. To apply to a specific assistantship, follow the Apply to a Graduate Assistantship steps.

Edit your Graduate Assistant Application

Once you have created an application you can update it with any information that is no longer accurate.

1. Click on Login in the navigation bar on the left.
2. Enter your username and password.
3. Click on Manage Applications in the navigation bar on the left.
4. Click on ‘Edit Graduate Assistant Application’.
5. Update any necessary information and save your changes.



NOTE: Any edits you make here will not be reflected on applications you have already attached to open assistantships.

Search Graduate Assistant Posting

There are three ways to search for open assistantships; 1) By Type of Position, 2) By Department, 3) By Classification Title.

Search by Type of Position

View all open graduate assistantships.

1. Click on Search Postings in the navigation bar on the left.
2. On the Search Postings page, click on the drop down box next to Type of Position and choose 'Graduate Assistant' from the list.
3. Click the 'Search' button.
4. All assistantships currently available on campus will display.

Search by Department

View all open graduate assistantships for a specific department.

1. Click on Search Postings in the navigation bar on the left.
2. On the Search Postings page, click on the drop down box next to Type of Position and choose 'Graduate Assistant' from the list.
3. Click on the drop down box next to Department and choose the department name you are searching for an assistantship in.
4. Click the 'Search' button.
5. All assistantships currently available for the specified department will be displayed.

Search by Classification Title

The following is a brief description of each of the GA classification titles.

- Teaching Assistant
 - Responsibility for a self-contained class; for assisting a faculty member with teaching-related tasks; or for laboratory assignments or supervision of accompanying faculty-taught classes.
- Research Assistant
 - Assigned to individual faculty members to assist with their research.
 - Nature of the assistance varies by discipline and can involve a variety of activities, such as library work, proposal writing, data gathering, and data analysis.
 - Frequently funded through externally obtained grants and contracts
- Residential Living Assistantships
 - Available within University Housing Services and, in addition to usual assistantship support, may also involve assistance with housing. Supervise undergraduate resident assistants.
- Administrative/operational Assistantships
 - Responsibilities are varied and can be located in many campus-wide administrative units and include such functions as administrative/professional duties, computer support, program planning, etc.

- Graduate practicum (externally supported professional placements)
 - Participate in the Illinois State University Graduate Practicum Placement Program under the sponsorship of an external sponsor and a faculty or full-time staff member.
 - Faculty/staff make initial arrangements for graduate student placements with an external sponsor. Stipend paid by the external sponsor and a tuition waiver through the University (not the same as 498 Professional Practice which is taken for credit)

View all open graduate assistantships for a specific job classification.

1. Click on Search Postings in the navigation bar on the left.
2. On the Search Postings page, click on the drop down box next to Type of Position and choose 'Graduate Assistant' from the list.
3. Click on the drop down box next to Classification title and choose the title of the assistantship you are interested in.
4. Click the 'Search' button.
5. All assistantships currently available for the specified classification title will be displayed.

View GA Posting Details

Once the search results display, you can obtain more detail about the open assistantship. On the Search Results page, click 'View' under the job classification. This will provide specific information about the assistantship including duties, requirements, hours/week, etc.

Apply to a Graduate Assistantship

Once you have found an assistantship you would like to apply to by following the steps to search for and view an assistantship, you can apply to the posting.

1. On the Search Results page, click 'View' under the job classification.
2. Click on the 'Apply for this Posting' button on the Job Details page.
3. Certify that the information provided in your application is accurate.
4. Answer any supplemental questions for the posting.
5. Attach any required documents.
6. Confirm all changes.
7. Once your application is complete, a confirmation page will display with a 6-digit confirmation number. Please retain this number for future reference.

Check the Status of your GA Application

1. Click on Login in the navigation bar on the left.
2. Enter your username and password.
3. The 'Application Status' page will be displayed.
4. Your status for each posting you have applied to will be displayed in the Status column.
 - In Progress – Application is under review for the assistantship
 - Offered Assistantship – Assistantship has been offered
 - Position Filled – Assistantship has been filled



NOTE: If you are no longer interested in an assistantship you applied to, click on 'Withdraw Application' in the status column. Once you withdraw from an assistantship, you will not be able to apply for the same posting again. You will be able to apply to future postings from the department.