



DATE: May 15, 2017
TO: Graduate School of Education Students
FROM: Jonathon H. Gillette, Dean
RE: Graduate Assistantship Program, 2017-2018

The Graduate School of Education (GSOE) Graduate Assistantship Program offers students the opportunity to work closely with faculty and administrators in teaching, scholarship, or academic support activities. In addition to developing professional skills related to the work assignment, students benefit from working with faculty who act as mentors to their graduate assistants. Graduate assistants are contracted on the basis of an academic year (October through May) and are expected to work the equivalent of 10 hours per week. The actual work schedule is arranged to suit the individual needs of the student-faculty pair. Payment for the assistantships is \$3,600 per academic year issued in eight monthly allotments (October-May) of \$450.

Application Process

- The application period for students **begins on May 15, 2017 and ends on June 16, 2017.**
- There are three required components: an application form, a two-page writing sample, and a current resume.
- Completed applications, including all three components, are due to the Graduate School of Education by **June 16, 2017.**

Acceptance Process

- Results of the selection process will be sent to all applicants by **June 22, 2017.**
- Selected students will meet with the faculty mentor with whom they have been paired at a mutually agreed upon time. Faculty mentors will make the final decision and will confirm the student's acceptance into the program with the GSOE dean's office.
- An Employment Agreement Form must be completed and signed by the student and the faculty mentor. This document functions as a contract and is kept on file in the GSOE dean's office.
- To be entered into the payroll system, accepted students must provide a W4, I-9, and other appropriate forms required by the federal government for all employees.
- Specific details regarding the Employment Agreement Form and other federal forms will be included in the acceptance notification.

If you have any questions regarding the Graduate Assistant Program or application process, please contact Barbara Ulm at bulm@lesley.edu. I encourage you to apply for the assistantship, as it has proven to be a valuable experience for many of our graduate students.