



# Saint Francis University

## Graduate Assistantship Guidelines

Graduate Assistantships are offered at Saint Francis University in a variety of academic departments and administrative offices throughout campus.

### REQUIREMENTS

- Bachelor's degree required
- Acceptance to one of the university's graduate programs as a full-time student
- Each department may have additional requirements
- Once hired, completion of a Graduate Assistant (GA) contract through Academic Affairs – terms to be determined between the sponsoring department and the Graduate Assistant.

### DEPARTMENTS/OFFICES WHO HAVE HIRED GRADUATE ASSISTANTS (partial list):

- Academic Departments (School of Business, School of Health Sciences, etc.)
- Admissions
- Advancement
- Advising & Retention
- Athletics (Coaching Assistant, Sports Information, Student-Athlete Development, etc.)
- Campus Ministry
- Center for Service & Learning
- International Student Programs
- Office of Study Abroad
- Science Outreach Center
- Small Business Development Center
- Student Development Division (Career Services, Residence Life, Center for Student Engagement)

### TUITION REMISSION

- Graduate assistants are eligible for full tuition remission for up to 9 credits per semester. Summer varies according to each department.
- Fees, books and additional credits are the responsibility of the graduate assistant.

### HOW TO APPLY

- Submit a Graduate Assistantship application and resume to Career Services.
- Applications are available from Career Services, at 814-472-3019, Library 211, [careerservices@francis.edu](mailto:careerservices@francis.edu) or at [www.francis.edu/career](http://www.francis.edu/career).
- Send completed applications to Career Services, Saint Francis University, P.O. Box 600, Loretto, PA 15940, [careerservices@francis.edu](mailto:careerservices@francis.edu), Fax: 814-472-3889 or hand deliver to Library 211.
- The individual department will directly contact prospective GA applicants, but applicants are also encouraged to make contact and follow up with those who have openings.

### FOR MORE INFORMATION

- Concerning graduate programs, contact the program coordinators.
- Concerning assistantship placement opportunities, contact the Career Services Office at 814-472-3019, [careerservices@francis.edu](mailto:careerservices@francis.edu), or the individual departments which are sponsoring the positions.
- Concerning contract information, once hired, contact the graduate program coordinator.