

HUGO WALL SCHOOL of PUBLIC AFFAIRS

GRADUATE ASSISTANT

Job Description

The **Master of Public Administration (MPA)** program at **Wichita State University (WSU)** is seeking to hire several part-time, paid Graduate Assistants (GAs).

Successful applicants are incoming or current MPA students in good academic standing with a strong sense of self-direction and commitment to public service. GAs must possess a demonstrated interest in public sector or nonprofit management with excellent writing, analytical, computer and research skills.

Assistantships are awarded on a competitive basis. Academic achievement, work-related experience and evidence of individual motivation are the major determining factors. Awards are made in April for the upcoming calendar year (August to May). Students who serve as Graduate Assistants qualify for in-state tuition and have the opportunity to apply for competitive fellowships.

KEY RESPONSIBILITIES

- Work collaboratively with faculty, professional staff and other students on research projects
- Perform a variety of administrative tasks including data collection, entry and analysis
- Assist staff members with projects including assistance with conference planning and day-of coordination
- Attend events as a representative of Hugo Wall School of Public Affairs

Graduate Assistants are expected to attend department-sponsored activities such as seminars, conferences and networking events. Faculty supervisors may assign other duties.

EDUCATION

Applicants must be accepted to or enrolled in the Master of Public Administration program at WSU.

APPLY

To apply for financial assistance, candidates must be accepted to or enrolled in the Master of Public Administration program at WSU through the WSU Graduate School. This process requires an application to the Graduate School, a transcript, cover letter, resume, statement of purpose and two letters of recommendation. View requirements at www.wichita.edu/gradschool.

Candidates for assistantships must also submit a separate application for financial aid that is available on the Hugo Wall website at www.wichita.edu/hws.

DETAILS

Commitment: 20 hours per week

Length: 1 year (Fall and Spring semesters, renewable)

Stipend: \$10,500 per academic year. Recipients also qualify for in-state tuition.

Location: WSU Lindquist Hall

Deadline to apply: Friday, March 13, 2015



WICHITA STATE
UNIVERSITY

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