

Name: _____

CENTER *for* MEDIEVAL & RENAISSANCE STUDIES

Graduate Administrative Associate Application Form

Appointment Period: AY 2017-2018

1. CONTACT INFORMATION

Name: _____
Last First Middle

Local address: _____

Local phone: _____ E-mail: _____

Are you eligible to work in the US? Yes No _____

2. DEGREES HELD

Degree: _____ Field: _____

Conferred (month/year) _____ by _____

Degree: _____ Field: _____

Conferred (month/year) _____ by _____

3. DEGREE NOW PURSUED

Department: _____

Area of specialization: _____

Advisor: _____ GPA: _____

Expected semester/year of graduation: _____



Name: _____

4. PREVIOUS & CURRENT APPOINTMENTS

Semester(s)/Year GTA/GAA/GRA/Fellow School/Department

Total number of *semesters of support* that will have been held prior to appointment period: _____

Total *credit hours of graduate work* that will have been completed prior to appointment period: _____

5. CONCURRENT APPOINTMENT

Are you applying for other appointments that you may hold concurrently with the Center appointment?

Circle one: Yes No _____

If yes, position sought: _____ Department: _____

Percent of full-time: _____ Period of appointment: _____

6. ACADEMIC PLANS DURING PERIOD OF APPOINTMENT

Will you be taking courses? _____

Will you be working on thesis or dissertation? _____

Will you be taking PhD exams? _____



Name: _____

7. ANTICIPATED SCHEDULE CONSTRAINTS

Any periods when you would not be available to work?

Times of day when you would be unable to work?

8. OFFICE SKILLS

Describe briefly your experience and abilities in office work, including computer programs with which you are familiar.

9. SUPPORTING MATERIALS

Please submit the following:

- A. Letter of reference from faculty (OSU faculty, if possible) acquainted with your academic program.
- B. Brief statement of professional interest and training in Medieval and Renaissance Studies.
- C. Current CV (max. 2 pages).
- D. Printed copy of advising report (non-official transcript).

