



GRADUATE ASSISTANTSHIP APPLICATION

Please complete this form, attach a copy of your resume and forward to:

Sophie R. Kaufman, DPS
Assistant Dean for Grants and Strategic Initiatives
College of Health Professions
Center of Excellence-ALPS
Pace University, LSN LH 314
861 Bedford Road
Pleasantville, NY 10570
skaufman@pace.edu
Tel: (914) 773-3636
Fax: (914) 773-3339

To the Applicant—Please complete both sides of this application.

Name Ms. Mr. _____
First Name Last Name U Number

Present Address _____
Street City State Zip Code

Permanent Address _____
Street City State Zip Code

Day Telephone (_____) _____
Area Code / Number Ext.

Cell Number (_____) _____ E-mail _____
Area Code / Number

Anticipated entry term: Fall _____ Spring _____ Summer I _____ Summer II _____
Year Year Year Year

Please indicate your campus location: New York City Westchester

Please indicate your availability to work as a Graduate Assistant: 10 hours per week 5 hours per week

Please indicate the Pace University graduate degree program to which you are applying _____

Undergraduate Institution _____

Undergraduate Grade Point Average _____ Previous graduate institution, major, GPA (if applicable) _____

TOEFL, IELTS, or Pearson PTE score (if applicable) Total _____ Date _____/_____/_____
Month Day Year

Please complete the Skills Questionnaire on the next page

I understand and agree that my admission, if granted, my registration and continuance on the rolls and graduation are subject to all policies, rules, regulations, and procedures set forth in the current bulletins, catalogs, and other publications, and notices of Pace University and as they may be amended, including but not limited with respect to scholarship, discipline, attendance, and payment or abatement of fees.

Applicant Signature _____ Date _____/_____/_____
Month Day Year



GRADUATE ASSISTANT – SKILLS QUESTIONNAIRE

Please rate your level of graduate experience with each of the areas listed below. You do not have to be an expert in all areas to qualify for the position. We are looking for graduate assistants with a variety of skills.

	Very Confident	Some Experience	No Experience	Comments
1. Library Research				
2. Searching Databases				
3. Reference Management Software: Endnote, Zotero				
4. Writing				
5. Editing Manuscripts				
6. Statistics				
7. Statistical Software: SPSS, SAS				
8. Survey and Research Software: Qualtrics				
9. Teaching				
10. Tutoring				
11. Assisting Faculty in Classroom				
12. Assisting Faculty Online (Blackboard)				
13. Microsoft Office (Excel, PowerPoint)				
14. Web Page Design				
15. Foreign Languages (please specify):	<hr/> <hr/> <hr/>			
16. Other Skills (please specify):	<hr/> <hr/> <hr/>			

Comments:

Pace University does not discriminate in admission, administration of programs, or employment against any individual on the basis of that individual's sex, age, race, religion, sexual orientation, disability, or national origin, marital or domestic partnership status, or veteran status. Inquiries regarding compliance with related federal regulations may be directed to: Affirmative Action Officer, Pace University, One Pace Plaza, New York, NY 10038, or to the Director of the Office for Civil Rights, US Department of Health and Human Services, 200 Independence Avenue, SW, Washington, DC, 20201.