



**ASSISTANTSHIP APPLICATION
SCHOOL COUNSELING PROGRAM**

Assistantships are extremely limited and availability varies from year to year

Please type or print with ink

I. PERSONAL DATA

Name: _____
(Last) (First) (Middle)

Current/Local Address: _____
(Street or PO Box)

(City) (State) (Zip)

Permanent/Summer Address: _____
(Street or PO Box)

(City) (State) (Zip)

Email Address: _____

Current/Local Phone: (____) _____

Permanent Phone: (____) _____

*Personal ID Number (PID): _____

**(The Personal ID (PID) is assigned by the University and is not the Social Security number. It is used by the institution for administrative convenience and record-keeping accuracy and will be used only to provide a personal identifier for the records of this institution).*

Residence Status for Tuition Purposes: ____ In-state ____ Out-of-state

II. WORK EXPERIENCE

List all work experience (including assistantships if a current student) for the past three years. Begin with present employment and list employer name, location (city & state), length of employment, your position title and a very brief description of your duties. **(Attachments may not exceed one page [no exceptions]).**

Please check each area in which you have previous work experience or expertise. Specify nature & duration for each work experience.

(a) public school teaching, administrative, or other professional experience

(b) private school teaching, administrative, or other professional education experience _____

(c) technology expertise (computer programming; LAN administration/support; educational media/instructional design; web page management; database management; etc.) _____

(d) office/clerical _____

(e) publishing/editing _____

(f) research (data collection; data entry; library searches; data analysis; etc.) _____

III. EDUCATION (List degrees, majors, institutions, and dates)

IV. ASSISTANTSHIP INTERESTS

List areas of interest for assistantship work. Please note subject area and grade levels, if appropriate. (Descriptions of the types of assistantships and recommended criteria are on page 4.)

Type of assistantship(s) desired: Research Graduate

Interests: _____

V. REFERENCES

List the name, position, address and phone number of two references.

(1) _____

(2) _____

Your Signature

Date

Please submit an original to:

**School Counseling Program Coordinator
UNC School of Education
CB 3500, Peabody Hall
Chapel Hill, NC 27599-3500**

Office Use Only:

Date application received: _____

ASSISTANTSHIPS

Student assistantships are paid positions offered on the basis of skills and qualifications of the applicant. Students may hold assistantships in the School of Education or in other schools and departments of the University. Each assistantship is separately administered by the funding school/department. Students may be enrolled full- or part-time during the term of the award.

*Qualified graduate students may be considered for assistantship positions by program coordinators, faculty committees, or principal investigators of grants. Students awarded these positions will be notified. **At present, only a limited number of assistantships in the School of Education are available.***

Research Assistantships

Students awarded research assistantships possess the following characteristics: an ability to work with a research team; an interest in research and evaluation; knowledge of research methodology; and knowledge of and skill in the use of computers. Students work in one of two areas during their assistantship: research and evaluation in teacher education or on specific research grants.

Graduate Assistantships

Graduate assistants are chosen for possessing the following qualities: the ability to learn procedures quickly in an office setting; skill in typing, filing, and other general office tasks; good communication skills and ability to communicate well with faculty, students, staff, and the general public; and, for some positions, knowledge of and skill in computer use and applications and editing and proofreading skills.

This type of assistantship consists of more general office work. Some possible positions include general assistants for program or project offices.

Disclaimer: Submission of an assistantship application does not guarantee students will be awarded an assistantship. Please contact the program coordinator in your area of interest for more information.