

Academic Year: _____
Academic Administrative Assistantships (AAA) Application Form

Applicant _____ E-mail address _____

Department _____

Requested hours will be distributed _____ hours per week during (check all that apply):

_____ summer _____ fall semester _____ January _____ spring semester.
(8 weeks) (14 weeks) (3 1/2 weeks) (14 weeks)

Project Description: (use only space provided)

Assistant _____ Major _____ Year _____ PRNO _____

Assistant's Role: (specific areas in which student will benefit from this project)

Qualifications:

Supervision provided:

Student Agreement:

It is my understanding that my financial aid package will be adjusted where necessary for my work on this project to be approved.

(date)

(student's signature)

To be completed by Student Employment:

Authorized amount _____

Time card sent _____

Spreadsheet updated _____

Assignment on-line _____

To be completed by Dean's Office:

Approval _____

Disapproval _____

(signature)

Guidelines for Academic Administrative Assistantships (AAA):

1. For teaching faculty, requests for assistants who will function directly in the research process will be given first priority. For administrators, projects which involve job experience and training pertinent to acquisition of professional skills will be given priority. The program is not designed to provide work-study assistance where the need is ongoing, such as callers for admissions or laboratory assistants.
2. Preference will be given to junior and senior-level students who are eligible for work-study assistance. The program is "need-based."
3. The rate of compensation is minimum wage. No academic credit will be given for compensated time derived from this program.
4. Requests should be made for the number of hours required; students should not be assigned more than 8 hours per week.
5. Supervisors will be asked to write a brief evaluation at the completion of their AAA project. Recipients of AAA funds for the past academic year are required to complete that evaluation before future AAA funds are disbursed to them.
6. There is no deadline for applications; high-quality proposals that meet the guidelines will be approved as long as funds are available.