**OFFICE OF EDUCATIONAL INNOVATION & EVALUATION**

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**GRADUATE ASSISTANT APPLICATION**

|  |
| --- |
| APPLICANT INFORMATION |
| Date of Application | Name | Phone | SSN |
|  |  |  |  |
| Present Address |
|  |
| Permanent Address |
|  |
| E-mail |  |
| WORK AVAILABILITY |
| Are you currently enrolled in at least 6 cr. Hrs. of graduate level courses? |  Yes No | What date are you available to begin work? | \_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_ |
| **If “No,”** when will you be a graduate student enrolled in at least 6 cr. Hrs.? |  \_\_\_\_\_\_ Term \_\_\_\_\_\_\_ Year | How many hours per week are you available to work? |  □ 10 hrs. □ 20 hrs.  |
| RESEARCH, ANALYTICAL and TEAMWORK SKILL LEVELSCheck the number that best describes your skill level: 1 No Experience; 2 Some Experience; 3 Proficient. |
| **Computer Skills** | **Data Skills** | **Analytical Skills** | **Instrument Development** |
|  | **1** | **2** | **3** |  | **1** | **2** | **3** |  | **1** | **2** | **3** |  | **1** | **2** | **3** |
| SPSS | 🞎 | 🞎 | 🞎 | Data entry and verification | 🞎 | 🞎 | 🞎 | Document Reviews | 🞎 | 🞎 | 🞎 | SurveyDevelopment | 🞎 | 🞎 | 🞎 |
| MS Word | 🞎 | 🞎 | 🞎 | Creating graphs and tables | 🞎 | 🞎 | 🞎 | Content Analysis | 🞎 | 🞎 | 🞎 | Interview Protocol Development | 🞎 | 🞎 | 🞎 |
| MS Excel | 🞎 | 🞎 | 🞎 | Technical Writing | 🞎 | 🞎 | 🞎 | Coding Qualitative Data | 🞎 | 🞎 | 🞎 | Observational Tool Development | 🞎 | 🞎 | 🞎 |
| MS PowerPoint | 🞎 | 🞎 | 🞎 | Online Survey Formatting | 🞎 | 🞎 | 🞎 | Descriptive Statistics | 🞎 | 🞎 | 🞎 | **Literature Research Skills** |
| Qualtrics | 🞎 | 🞎 | 🞎 | Conducting Interviews | 🞎 | 🞎 | 🞎 | Analysis of Variance | 🞎 | 🞎 | 🞎 | Academic Literature Searches | 🞎 | 🞎 | 🞎 |
| Adobe Acrobat | 🞎 | 🞎 | 🞎 | Facilitating Focus Groups | 🞎 | 🞎 | 🞎 | Multiple Regression | 🞎 | 🞎 | 🞎 | Scopus | 🞎 | 🞎 | 🞎 |
| Geographic Information Systems | 🞎 | 🞎 | 🞎 |  |  |  |  |  |  |  |  |  | 🞎 | 🞎 | 🞎 |
| **Team Work**  | **Have you participated in a community service activity during the past year? If yes, give the name of the activity/organization.** |
| Problem Solving | 🞎 | 🞎 | 🞎 |  |
| Multitasking | 🞎 | 🞎 | 🞎 |  |
| Oral Communication | 🞎 | 🞎 | 🞎 |  |
| Creative Thinking | 🞎 | 🞎 | 🞎 |  |
| Flexibility  | 🞎 | 🞎 | 🞎 |  |
| Research Methodology and Statistics Courses Taken |
|  |
|  |
|  |
| ACADEMIC PURSUIT |
| Degree Sought: |  Masters |  Doctorate | Area of Specialization: |  |
| APPLICANT SIGNATURE |
| *By signing this application, I agree that the information provided is true and correct to the best of my knowledge.* | *Applicant Signature Date* |

Please print, sign/date, and return your completed application with your resume and

a letter explaining your interest in and qualifications for this position.

*Thank you for your interest in employment with the Office of Educational Innovation and Evaluation at KSU.*