

**Graduate Assistantships**  
**Contract year: July 1 – June 30**

The Graduate Assistantship is an exciting opportunity for full-time students, which covers the full cost of tuition for up to 30 credits taken during the contracted academic year. In return, the Graduate Assistant works 15 hours per week in an assigned Graduate School office and receives a stipend of \$5,000 paid bi-weekly through the contract year. The Graduate School offers the opportunity to apply for a Graduate Assistantship to full-time graduate students who have earned a minimum cumulative G.P.A. of 3.25. Applicants are required to submit an application, resume and two letters of recommendation. If appropriate, applicants may be selected to come in for an interview with the awards committee.

The graduate assistantship contract year runs from July 1<sup>st</sup> through June 30<sup>th</sup>. The 30 credits of tuition remission must be completed during the contract year. Graduate students are not permitted to pursue additional employment either on campus or off campus during the contract year. Graduate students planning to student teach or work in an internship during their contract year *must* discuss these plans with the awards committee in the application or during the interview. Applications for the Graduate Assistantship award are available in October of the preceding contract year in any of the division offices.

The College of New Rochelle Graduate Assistant is a full-time, degree-seeking student who is willing and able to complete thirty graduate credits and maintain a 3.0 cumulative average within the contract year. Typically, students earn the thirty credits by taking twelve credits in the fall and spring semesters and six credits distributed over the summer sessions or winter intersession. Each graduate assistant will meet with his/her advisor to determine an appropriate schedule. Graduate Assistants are expected to work 45 weeks in an assigned office for 15 hours per week (for a total of 675 hours). A mutually agreed upon time schedule is set up between the office supervisor and the graduate assistants. Graduate Assistants are not eligible to receive any other College of New Rochelle award during the contract year.

Office skills, interpersonal abilities and appropriate professional attire are also required for work in an academic environment. Typically, the College is closed on the following days: The Fourth of July, Labor Day, Columbus Day, Martin Luther King Day, President's Day and Memorial Day. These holidays are not paid. There are seven (unpaid) vacation weeks which include the week of Thanksgiving, the last week of the Fall Semester, Christmas week, the last week of the calendar year, the week of Spring Break, the second to last week of the Spring semester and one summer week to be approved by the immediate supervisor. These weeks are subject to change

Only accepted candidates, or candidates in the process of acceptance may submit an application for a Graduate Assistantship. Please call (914) 654-5561 or email [gradscholarships@cnr.edu](mailto:gradscholarships@cnr.edu) with any questions regarding the Graduate Assistantship. Graduate Assistantship applications (including resume and two sealed letters of recommendation) are due by January 15<sup>th</sup> and should be sent to:

Wendi Vescio  
Scholarship Coordinator  
The College of New Rochelle  
29 Castle Place – Chidwick 105  
New Rochelle, NY 10805

**THE COLLEGE OF NEW ROCHELLE GRADUATE SCHOOL**  
**GRADUATE ASSISTANTSHIP APPLICATION**  
Contract Year: July 1<sup>st</sup> – June 30<sup>th</sup>

**DEADLINE: JANUARY 15<sup>th</sup>**

<b>LAST NAME:</b>	<b>FIRST NAME:</b>
<b>MAILING ADDRESS:</b>	<b>E-MAIL ADDRESS:</b>
<b>HOME TELEPHONE:</b>	<b>CELL PHONE:</b>

**Please check one:**

I *plan to* pursue a CNR Master's Degree in \_\_\_\_\_.

I *am already* pursuing a CNR Master's Degree in \_\_\_\_\_.

**Please check one:**

I am:  currently employed full time  
 currently employed part time  
 currently unemployed

I am employed at: \_\_\_\_\_

I currently work: \_\_\_\_\_ hours per week

**If you have previously received an award from The College of New Rochelle, please fill out the following:**

<b>Type of Award:</b>	<b>Amount of Award</b>	<b>Semester &amp; Year</b>
Graduate Assistant, Merit Scholarship, Program Scholarship, Research Assistantship, Community Service Grant		

**Please indicate what office skills you possess:**

**List any extracurricular and/or community service activities in which you are involved:**

**Describe why you feel qualified to serve as a Graduate Assistant (continue on another sheet if necessary):**

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

**Send application, resume and two sealed letters of recommendation to:**  
Wendi Vescio, Scholarship Coordinator  
The College of New Rochelle  
29 Castle Place – Chidwick 105  
New Rochelle, NY 10805

**A student receiving an award should be aware that the award may reduce the student's loan funds. Scholarships are competitive. Monies allotted are dependent upon funds available.**