TO: UTSA Graduate Students

FROM: Bruce Barnett, ELPS Department Chair

DATE: June 25, 2015

RE: Educational Leadership and Policy Studies (ELPS) Graduate Assistant Positions

I am pleased to announce that the Department of Educational Leadership and Policy Studies (ELPS) will be offering several Graduate Assistant positions for the 2015-16 academic year (pending the availability of funding and final budget approval). We seek candidates who have an interest in gaining experience in a higher education setting and assisting in conducting research related to educational leadership. This assistantship requires an individual who has a strong work ethic, strong organizational and communication skills, and the ability to maintain flexibility on the job.

Working directly with one or two ELPS faculty, graduate assistants will assist faculty 19 hours per week during the duration of the assistantship. Assistance with other appropriate departmental activities is also required. These other activities focus on academic issues related to graduate study and/or administrative assistance for departmental and faculty activities.

Graduate assistants will be paid 10-12 dollars per hour (19 hours/week) and are non-benefits eligible. Assistants must be unconditionally admitted as graduate students at UTSA and maintain “good standing” as defined by the UTSA Graduate Catalog. Assistants must also enroll in no less than 6 semester credit hours of graduate coursework during the semester.

Please complete the application located at the website listed below. We will begin reviewing applications the week of August 24, 2015 and will notify you of our decision no later than the first week of classes. Please, however, do not hesitate to contact me at 210-458-5413 or at bruce.barnett@utsa.edu if you have any questions.

The Application for Graduate Assistantship can be downloaded at: http://education.utsa.edu/current_students/graduate_student_resources/

Completed applications should be submitted by 5:00 pm on August 21, 2015

Applications can be submitted through email to: EdLeadership@utsa.edu

Or in hard copy to:
Department of Educational Leadership and Policy Studies (MB 3.310) The University of Texas at San Antonio One UTSA Circle San Antonio, TX 78249-0654