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## Williams College of Business Graduate Assistantship Application

*Deadline: March 1<sup>st</sup> of each spring term.*

**I am applying for a Graduate Assistantship in the indicated areas:**

- Accounting
- Management & Entrepreneurship
- Economics & Human Resources
- Finance
- Information Systems
- Marketing
- MBA/Dean's Office
- Any Department

Applicants must be unconditionally accepted into the MBA program to be considered for a graduate assistantship.

Applications from students who have not yet been accepted to the MBA program will not be submitted to hiring departments for consideration.

MBA GA positions are designed for students attending the program full time as MBA GA positions require students to work during normal business hours.

### ***Application Requirements***

**A full set of application materials, including a copy of the application itself, must be submitted.** It is the applicant's responsibility to make sure applications are complete. Incomplete applications will not be submitted for consideration. You must submit the following:

- ◆ This application form
- ◆ A current resume
- ◆ A one-page essay stating your qualifications
- ◆ Two names and contact information of references (academic or professional)

All materials must be submitted to the MBA Office, Williams College of Business, Xavier University, 3800 Victory Parkway, Cincinnati OH 45207-3221, (513) 745-3525. **Applications must be received in the MBA Office by 5:00 pm, March 1st.** Applications received after the deadline only be considered on a space-available basis.

The normal period of appointment will be for the fall and spring terms of the academic year; though there may be a few positions that include summer work options. In order to be eligible for tuition remission, a student must work for the department during the term the tuition credit is applied. Appointment as a graduate assistant may affect other financial aid eligibility. A student may not receive more than one full time assistantship or both an assistantship and a grant or other Xavier tuition discount. Students receiving full employee reimbursement and Xavier employees and their dependents are not eligible to apply.

***Personal Information***

Name \_\_\_\_\_

Social Security # \_\_\_\_\_

Home Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Email \_\_\_\_\_

***Educational Information***

MBA Concentration \_\_\_\_\_

MBA Cum G.P.A. \_\_\_\_\_

Expected MBA Graduation Date \_\_\_\_\_

Undergraduate Institution \_\_\_\_\_

Undergraduate Major \_\_\_\_\_

Undergraduate G.P.A. \_\_\_\_\_

Total GMAT Score \_\_\_\_\_

GMAT Quantitative Score Percentile \_\_\_\_\_

***Computer Experience:***

PC     Macintosh     Other: \_\_\_\_\_

***Software Experience:***

- WordPerfect
- Microsoft Powerpoint
- Lotus 123
- Harvard Graphics

- Microsoft Word
- Microsoft Excel
- Microsoft Access
- SPSS
- Other: \_\_\_\_\_

For Office Use Only	
Date received:	Verify degree program: