

Read before you begin the social work graduate assistant application!

Do not use your web browser to fill in this form!

Why? Although web browsers can view .pdfs, most *cannot* save data typed into forms. Past applicants who used web browsers have lost all of their work.

The solution: use Adobe Acrobat Reader (or Adobe Acrobat Pro)

Instructions:

- Download this blank form & save to your computer
- If you don't already have Adobe Acrobat Reader, go to <https://get.adobe.com/reader/otherversions/> to download and install free Adobe Acrobat Reader for your computer
- Open Adobe Acrobat Reader, then use it to open this form
- Complete the form
- Save as: YourName_MSW_graduate_assistant_application
- Print a copy for safekeeping
- Close form, then open again to check it

- Submit by emailing MSWgradApp@utoledo.edu
(Note: this is different from how you submit your MSW Program Application or your recommendations)

Social Work Program Graduate Assistant Application for:

Social Work Program Graduate Assistant Application

This application is for a Graduate Assistantship in the University of Toledo Social Work program. If you wish to be considered for a graduate assistantship through another UT program or department, submit the UT graduate assistantship application (available on the College of Graduate Studies web page).

Graduate assistants in the Social Work Program are full-time graduate students. They typically work 10 hours/week for the Social Work Program. In exchange, they receive up to half-time tuition remission, plus they earn a small stipend and may apply for a staff parking permit. (This is considered a half assistantship; occasionally a full assistantship is available, with 20 hours work/week, up to full tuition remission, and a larger stipend.)

Successful applicants for Social Work Program Graduate Assistantships will have the following qualifications:

- Flexible, highly organized, and able to juggle multiple tasks with attention to detail
- Have a demonstrated ability to anticipate next steps, take initiative, follow up, and apply sound judgment
- Have a high level of interpersonal skills and discretion to handle sensitive and confidential situations
- Are proficient with Microsoft Office, SPSS, and/or other computer software
- Have experience researching and writing on public policy issues, particularly topics related to social justice

1. Rank yourself on each of the following characteristics.

Characteristic	Poor	Fair	Acceptable	Good	Excellent
Time management					
Multi-tasking skills					
Reliability in meeting deadlines					
Organization					
Professionalism					
Internal motivation to achieve					
Teamwork skills					
Independent working skills					
Creativity					

Social Work Program Graduate Assistant Application for:

Characteristic	Poor	Fair	Acceptable	Good	Excellent
Punctuality					
Attention to detail					
Leadership skills					

2. Please indicate your demonstrated proficiency in each of the following areas.

Skill	No proficiency	Beginning proficiency	Acceptable proficiency	Good proficiency	Mastery
Journal reviews					
Policy analysis					
Conducting a literature review					
Proposal development					
Program evaluation					
Math skills					
Interviewing skills					
Data collection techniques					
Qualitative data analysis					
SPSS					
Excel data management and analysis					
Microsoft Office (latest version)					
Video conferencing					
Blackboard					
Use of UT library system					

Social Work Program Graduate Assistant Application for:

Skill	No proficiency	Beginning proficiency	Acceptable proficiency	Good proficiency	Mastery
Email/ Outlook					
Social media					
Texting/ mobile apps					
Website building					
Google drive					
Microsoft Onedrive					
Prezi					
Basecamp, Trello, or similar organizing/ gathering/ project management software					

3. Which of the following have you accomplished? Check each item that applies to you.

Attended a local, state, or national professional conference

Held membership on a board, coalition, task force, or commission

Presented research/ other project at a local, state, national or professional conference

Organized an event

Engaged in group advocacy

Raised funds for a project

Wrote / assisted with writing a grant

Volunteered for 6 or more months at an organization/agency

Served as mentor for 6 or more months

Was a member of a professional organization

Held office for an organization, coalition, task force, or commission

Conducted a research project

Social Work Program Graduate Assistant Application for:

Do you have the time to devote 10 hours/week for a half assistantship while completing your practicum placement and classes? No Yes

Do you have the time to devote 20 hours/week for a full assistantship while completing your practicum placement and classes? No Yes

In addition to the information captured above, briefly describe your qualities and qualifications for assisting the social work program through a GA-ship. Why should we choose you?

By signing this I affirm that the information I have provided on this form is complete, accurate and true to the best of my knowledge. I understand that furnishing false information on any part of these application materials may result in cancellation of admission, registration or GA-ship. I agree to submit materials required for this application. I understand that as a student I will be subject to the University Student Code of Conduct. My typed name below will serve as my legal signature.

Name:

Date:

Save your social work graduate assistant application and print a copy for yourself.

Then submit by emailing it to: MSWgradApp@utoledo.edu

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