



# Portland State UNIVERSITY

## GRADUATE ASSISTANT REQUIREMENTS DEPARTMENT OF ECONOMICS

The Department of Economics is offering eight graduate assistantships for the academic year 2010-11. Graduate Assistants (GAs) are paid according to University rates for the academic year; in addition, they receive full tuition remission each term (the amount to be determined at the beginning of each academic year by the University).

GAs are required to successfully complete at least 9 credit hours each term toward a graduate (MA/MS) degree in Economics. They will work a minimum of 15 hours/week assisting faculty with teaching and research. Depending on qualifications, GAs may be assigned to tutoring undergraduate courses, proctoring exams in the event of faculty absences, advising undergraduates, assisting in the Econometrics Lab, or working with faculty on research projects.

At the conclusion of each term, the Graduate Committee will review the performance of each GA to ensure that he/she has fulfilled University and Department of Economics requirements for maintaining the assistantship. Graduate Assistants are expected to:

- (1) maintain a minimum 3.0 GPA;
- (2) satisfactorily perform all duties each term.

The appointment of GAs may be terminated at any time due to unsatisfactory academic performance or evaluation of their services.

### **To apply for a Graduate Assistantship:**

- (1) Complete the attached application form and return to the Department of Economics by May 10<sup>th</sup>, 2010 (priority deadline; applications received later will be considered if funding is available). Include a description of all relevant experience and qualifications you may have.
- (2) Second-year graduate students should include a printout of their courses (transcript), and at least two letters of recommendation from faculty members.
- (3) First-year graduate students should include GRE test results, and a minimum of two letters of recommendation from faculty familiar with their work.

An orientation for graduate assistants will be held in September for all University GAs to receive additional information.

### **Summary:**

*Teaching Assistant/Tutor/Lab Assistant:* Several positions Available

*Responsibilities:* Assist faculty with teaching. Provide tutoring for undergraduate students when needed. Advise undergraduate students regarding economic courses and major/minor requirements. Assist in the running of the Economics Lab and in maintaining the lab server. Assist faculty with research projects, grading homework, supervising exams, and with departmental projects as they arise. Report to Department Chair.

*Compensation:* All GAs at .30 FTE will receive pay according to University rates, as well as receiving a tuition waiver, providing they are registered/completing a minimum of 9 credit hours at the graduate level applicable toward the MA/MS degree in Economics.