

Instructions for Graduate Assistantship Application

The application deadline is March 15, 2009. Applications that are postmarked by March 15, 2009 will be accepted. If you are a new student applying to the program, your application file must also be complete by March 15, 2009.

Items from your admissions file such as resumes or letters of recommendation will not be accepted for use with this application.

Letters of notification will be mailed out on May 15, 2009. Please do not contact the office inquiring if decisions have been made. If you do not receive a letter by May 31, 2009, please contact the Public Administration office at 503-725-3920.

Current Division of Public Administration students

- Fill out the personal information section completely
- Cumulative GPA refers to your GPA in the masters program to date
- Hours working refers to the number of hours you estimate working at another job for the 2009-10 academic year
- List the name of your advisor (provided in your admissions letter)
- Check the program you are admitted to; if you are an MPA student fill in your specialization area
- List the number of credit hours completed in the program by the end of the Winter 2009 term
- Check the terms you are applying for an assistantship
- An updated resume must be submitted. The one in your admissions file will not be accepted
- Submit a one page letter describing 1) what you hope to develop in terms of knowledge and competencies as a graduate research assistant; 2) financial need; 3) your competencies in web design and management, newsletter production, general administration, and/or research support
- Submit a letter from an individual, i.e., professor or supervisor, who can write about your skills, strengths and abilities

New Students

- Fill out the personal information section completely
- Cumulative GPA – list your most recent graduate GPA or your bachelor's GPA
- Hours working refers to the number of hours you estimate working at another job for the 2009-10 academic year
- List the term and year you were admitted or are applying to begin
- List your adviser if you have been admitted, or write N/A
- Check the terms you are applying for an assistantship
- A new resume must be included. The one in your admissions file will not be accepted
- Submit a one page letter describing 1) what you hope to develop in terms of knowledge and competencies as a graduate research assistant; 2) financial need; 3) your competencies in web design and management, newsletter production, general administration, and/or research support
- Submit a letter from an individual, i.e., professor or supervisor, who can write about your skills, strengths and abilities

Division of Public Administration
Mark O. Hatfield School of Government
P.O. Box 751
Portland, OR 97207-0751

Application for Public Administration Graduate Assistantship

All applications must be postmarked by March 15, 2009 to be considered for the 2009-2010 academic year. New students must have a completed admissions file by March 15, 2009 and be applying as a full-time student.

PERSONAL INFORMATION

Name PSU ID #

Street/Mailing Address City/State Zip

Home Phone Number Work Phone Number E-mail Address

Cumulative GPA _____ If working how many hours per week? _____

Terms admitted to the program _____ Advisor _____

MPA Specialization Area _____

MPA:HA Specialization Area Health Administration

MPH Specialization Area Health Management and Policy

Credit hours completed in the program _____ Terms for assistantship —Fall —Winter —Spring —All three

- Submit a current resume with application including a list of your skills (e.g., web skills, office skills, computer, etc.)
- Submit a one page letter describing 1) what you hope to develop in terms of knowledge and competencies as a graduate research assistant; 2) financial need; 3) your competencies in web design and management, newsletter production, general administration, and/or research support
- Submit one current letter (letters from your admissions file are ineligible) from an individual who can highlight your skills and abilities.

Application Deadline: March 15, 2009

Please mail completed application packets to: Division of Public Administration, Portland State University, P.O. Box 751, Portland, OR 97207-0751, Attn: Becky Fidler