Welcome!
Our session will begin shortly.

PLEASE NOTE:

Today's session will be recorded

and posted for those unable to attend. Please keep this in mind and do not share personal information aloud.

The chat box will *not* be visible in the recording.

presenters

Jennifer Artis
Assistant Dean, Administration, Policy and Compliance

Natalie Lobb
Assistant Director of International Recrutiment

Robin Cresiski
Assistant Vice Provost

Adam Julia
Director, Office of International Students and Scholars

Sarah Cockcroft
International Student and Scholar Advisor

Information for International Students

- International students are eligible for GA positions!
- Can work up to 20 hours per week and full time during summer and winter breaks
- Must be enrolled in the equivalent of full time credits
- Not all programs offer GA opportunities
  - Keep in mind tips staff share with you during this presentation when applying to ensure your application is strong!
- Not all GA's offer tuition remission or healthcare. Please discuss this with your supervisor.
  - All international students are required to hold health insurance

Information for International Students

- No special authorization from ISSS is required to work on-campus however…
  - If this will be your first job offer, you will need to apply for an SSN and you will need an SSN letter from ISSS.
  - Find the SSN application process here: isss.umbc.edu/ssn/
  - Letter requests take 3-5 business days. Do not make your appointment for the SSN before you have your letter.

  Have questions about hours or SSN's as an international student? Check out the ISSS contact us page here!

HOW TO FIND THE RIGHT ASSISTANTSHIP FOR YOU

Jennifer Artis
Assistant Dean
UMBC

WHAT IS A GRADUATE ASSISTANT?

A student who is employed by the university and works a set number of hours per week.

Graduate Assistants may receive:
- stipend
- tuition remission,
- health insurance
- research experience

Graduate Assistants Classifications:

- Teaching Assistant

- Research Assistant

- Peaceworker Assistant

- Fellow

- Grader

FELLOWSHIPS

UMBC DISSERTATION FELLOWSHIPS

Designed to provide doctoral candidates at UMBC an opportunity to devote the necessary concentration and attention towards finishing the writing of their dissertations
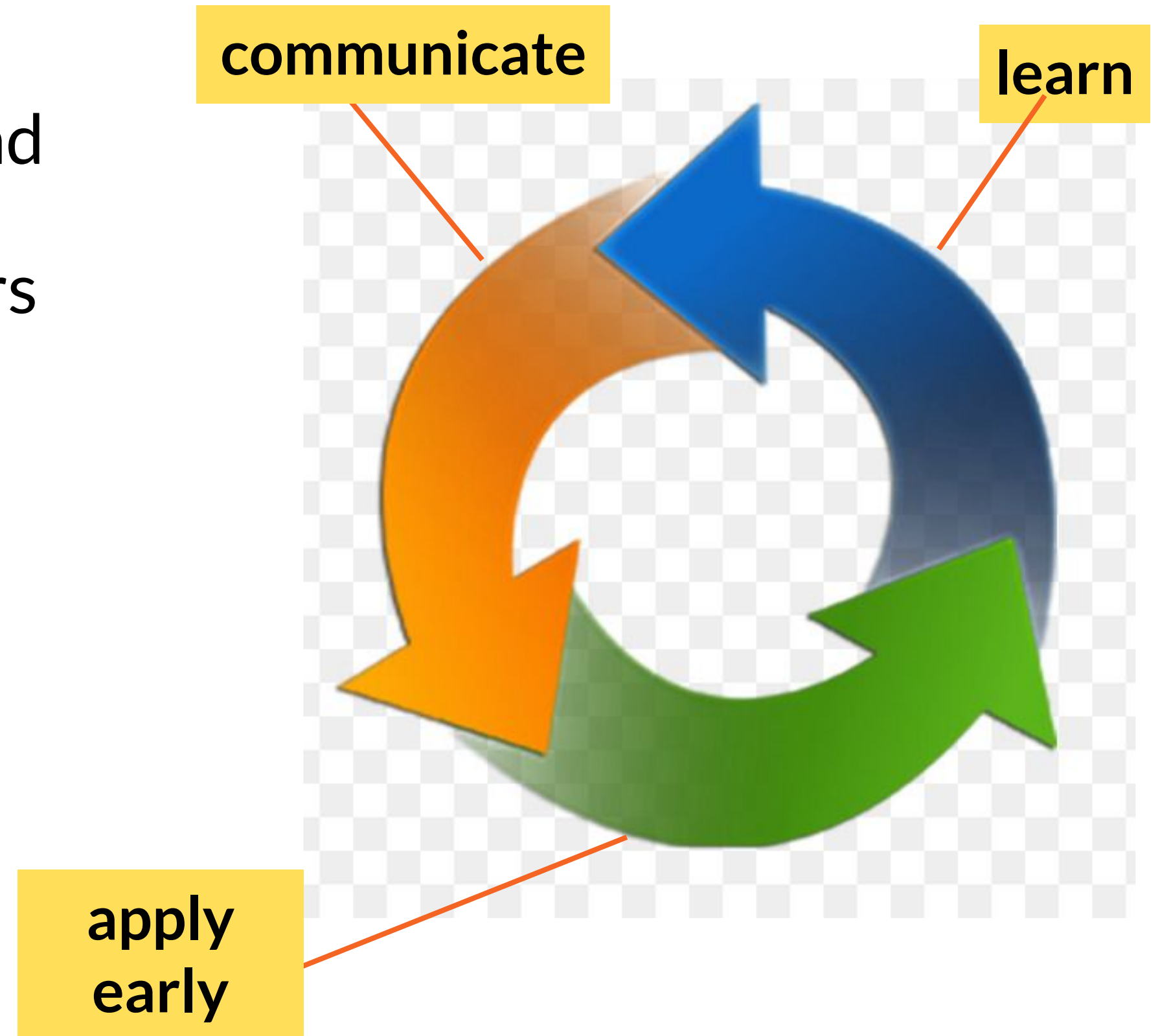
Meyerhoff Graduate Fellows Program

Funded by an NIH-MBRS Initiative to Maximize Student Development (IMSD) grant, the Meyerhoff Fellows Program focuses on promoting cultural diversity in the biomedical sciences at the graduate level.

THERE IS NO CENTRAL REPOSITORY OF GRADUATE ASSISTANTSHIPS

WHERE DO I START....

- Contact your Department - Grad Program Directors (GPDs) and Grad Program Coordinators (GPCs)
- Ask your Instructors and your peers
- Review GSA, GAAC and Graduate School webpages regularly
- Read your UMBC emails
- Follow departmental *my*UMBC Groups
- Do well in your classes

communicate

learn

apply early

UMBCworks ➤➤ ii Handshake

Handshake Student Overview
UMBC Careers

THE UMBC CAREER CENTER
HAS MOVED TO A NEW
SYSTEM
ii Handshake
CareerCenter
BUILD YOUR FUTURE HERE

02:36   vimeo

UMBC's new job search platform that focuses on an individualized experience for students, and easier access for employers to post and manage open positions.

What kind of positions are in Handshake?
All kinds! Full-time jobs (entry-level and experienced), part-time and on-campus jobs, internships, research positions, co-ops, fellowships, entrepreneurial opportunities and temporary/seasonal positions.
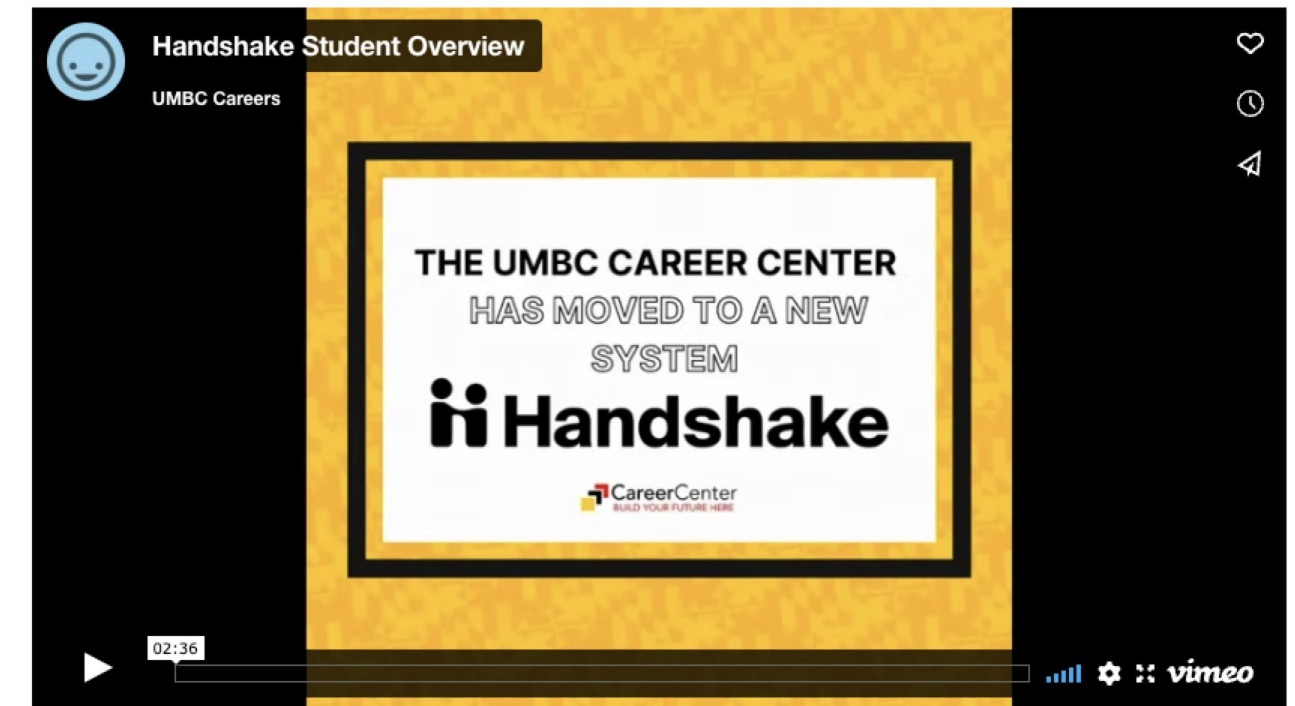
GRADUATE ASSISTANT HANDBOOK

- Policies applicable to GAs

- GA categories and duties

- Appointment types, re-appointments, letters of appointment

- Salaries and other benefits

- Performance reviews

- Means of Resolving complaints

EFFECTIVE Spring 2020

GRADUATE ASSISTANT HANDBOOK

UMBC
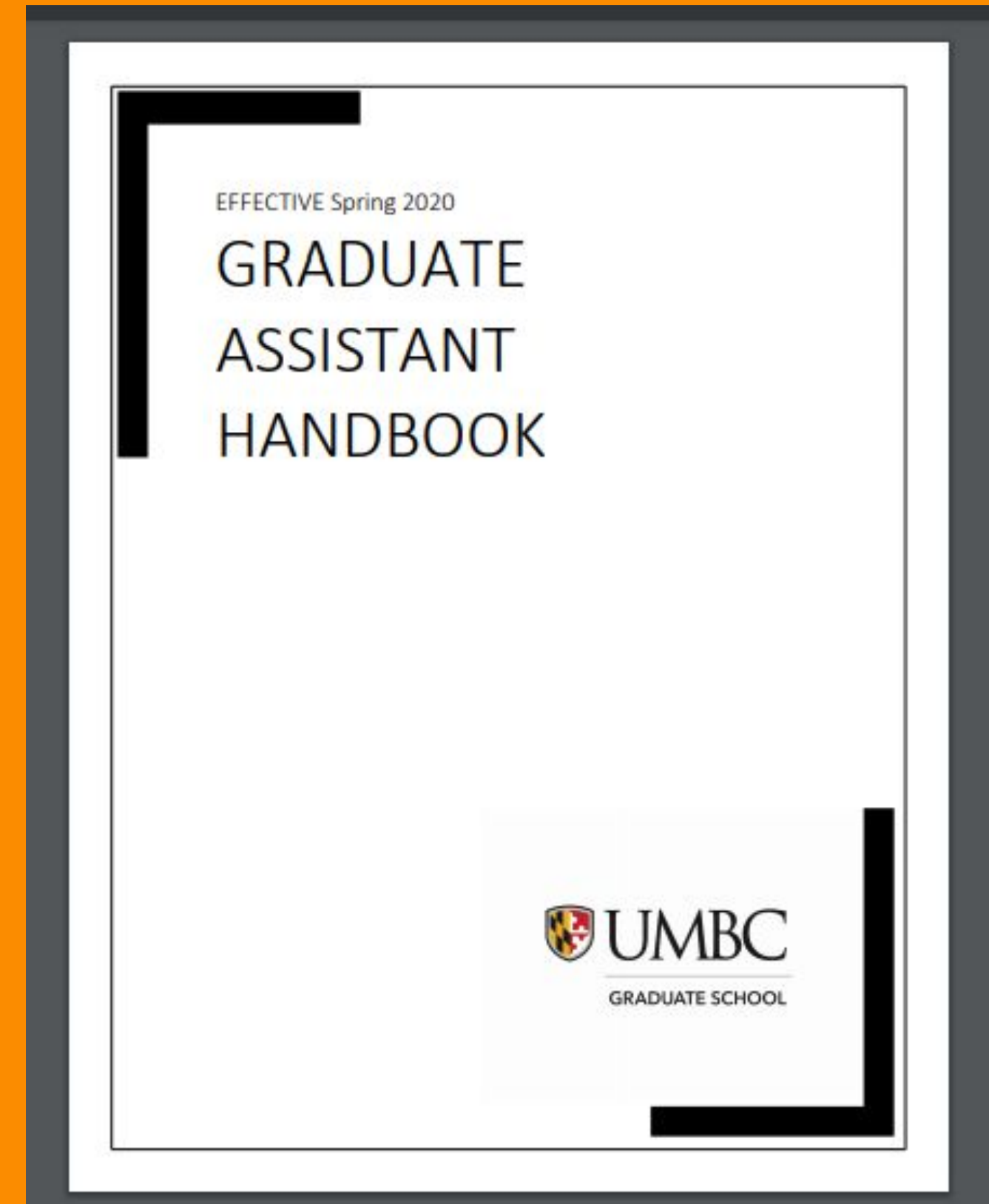
GRADUATE SCHOOL

RESOURCES

UMBC Graduate School
https://gradschool.umbc.edu/
GradSchool@umbc.edu

- **GA Handbook**
https://gradschool.umbc.edu/funding/assistantships/handbook/

- **Fellowships**
https://gradschool.umbc.edu/funding/fellowships/

- **GSA**
https://gsa.umbc.edu

- **GAAC**
https://gsa.umbc.edu/gaac/

- **UMBC Career Center/Handshake**
https://careers.umbc.edu/

- **Jennifer Artis -** Assistant Dean, Administration, Policy and Compliance
jartis@umbc.edu

GAAC

(Graduate Assistant Advisory Committee)

https://gsa.umbc.edu/gaac/

- The GAAC is a committee within GSA that advocates for GAs and facilitates conversations between GAs and the university administration. GAAC meets with the Grad School, on a regular basis, to discuss issue of importance to GAs.

- I will now turn it over to the GAAC members who are here today so they can tell you a little about themselves, the work they do, and so they can share their personal experiences and tips on finding Graduate Assistantships.

Graduate Assistant Advisory Committee (GAAC)

gsa.umbc.edu/contact-gaac/

gsa@umbc.edu

WHO WE ARE?

- One of the **standing committees** of **GSA**
- A team of *Graduate Students* facilitating the **Graduate Assistants (GAs)**

WHAT WE DO?

Facilitate

Facilitate formal discussions between Graduate Assistants (GAs) and university administration

Represent

Represent positions and opinions of UMBC GAs to the Graduate School, Graduate Senate, and other bodies, where necessary

Coordinate

Legislative work relating to GA's

Review of GA Handbook

Review of GA Health Insurance

Work

Work as the standing committee to resolve issues facing graduate assistants

Ensure

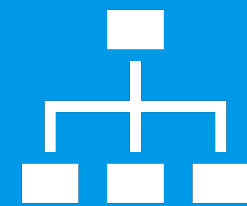Ensure collaboration and collegial relationships with administrative partners

LANDING A GA

PRO TIPS FROM GAAC

Start early, be proactive!

Most assistantships are filled before the semester starts

Assistantships are not just limited to your department.

You can be considered cross departments.

Networking is *key*!

MY STORY

SAMPLE EMAIL TO APPLY FOR A GA

Respected Sir/Madam,

"I am very eager and excited to pursue my Masters in Computer Science at University of Maryland, Baltimore County (UMBC).

I would greatly appreciate any information regarding a potential Teaching Assistantship/Research Assistantship in the Computer Science department. This opportunity would help me to strengthen my academic profile along with providing me with valuable financial assistance.

Campus ID #:*******

Subject Area : Computer Science - MS

Semester : Fall 2019

Thank you for your time and patience."

Regards,

Your Name

Getting Your GAship!

Robin Cresiski, PhD (she/her/hers)

Assistant Vice Provost of Graduate Student

Development and Postdoctoral Affairs

University of Maryland, Baltimore County

Purpose of Cover Letters

Key Components of Good Letters

Interview Reminders

What we'll cover

Purpose of a CL

- Show that you meet the qualifications for the job

- Provide a "pitch" for why you are competitive for this position. You are telling story, not rattling off a list.

- Demonstrate your communication skills and professionalism

Before Writing a Cover Letter

Read the job ad and make a list qualifications and characteristics

Required

Preferred

Other qualities

Full-Time Graduate Assistant (20 hrs/week) in Website Design and Online Outreach

The Graduate School and the Office of Academic Opportunity Programs

SAMPLE

Position Responsibilities: We are seeking a full time graduate assistant (GA) to come be a part of our team, helping with several initiatives to enhance the recruitment, retention, and advancement of underrepresented undergraduates, graduate students and postdocs at UMBC and across the University System of Maryland. In particular, we seek a GA that will help redesign and maintain websites for several related programs, including PROMISE, the AGEP PROMISE Academy Alliance, LSAMP, LSAMP Bridge to the Doctorate, and GEM. In addition, the GA will assist with online outreach, designing posts and posting through social media platforms and myUMBC. As needed, the GA will provide technological and/or administrative support for events through our programs (virtual or in-person) or complete general administrative tasks.
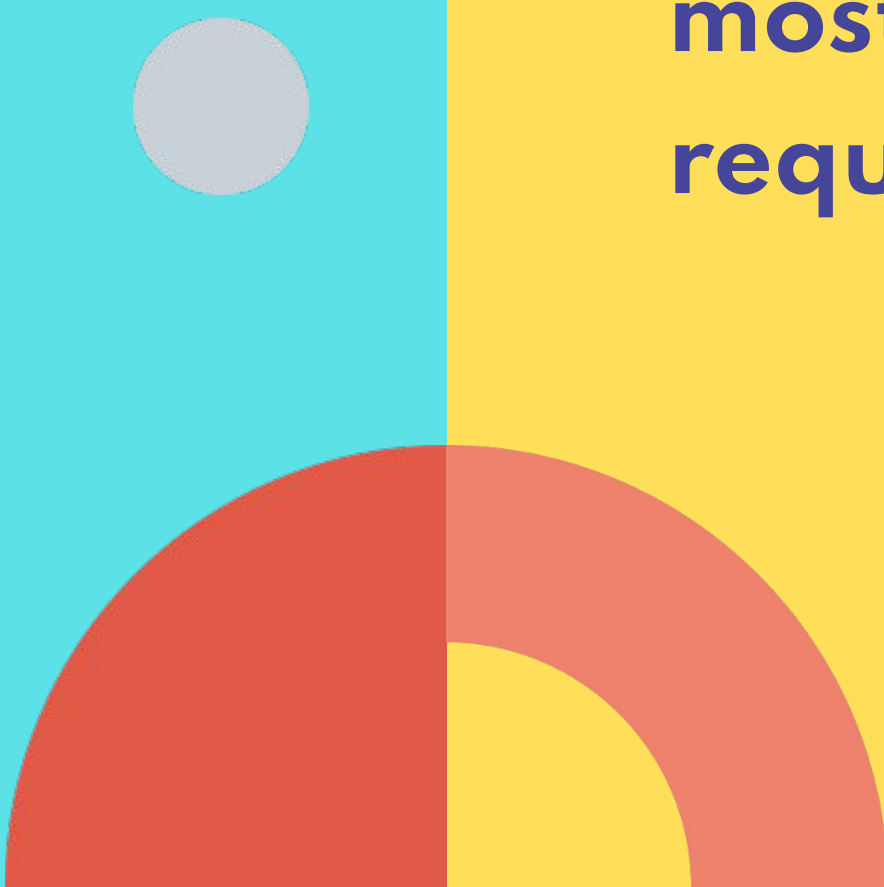
Qualifications: As website design and support is a major responsibility of this GA, website design experience is required, and experience with WordPress and UMBC sites specifically is preferred. This position also requires excellent written communication and organizational skills. Finally, the GA is required to have a genuine commitment to diversity and inclusion in higher education.

Reports to: Robin Cresiski, Assistant Vice Provost for Graduate Student Development and Postdoctoral Affairs (50%) and Sundiata "Sunji" Jangha, Director of Pipeline Programs (50%).

Benefits: This position includes a stipend, health insurance, and tuition remission.

Application: Review of applications will begin immediately and will continue until the position is filled. For best consideration, please submit a cover letter and resume to Dr. Robin Cresiski, Assistant Vice Provost, rcresiski@umbc.edu by July 15, 2020 (note: UMBC's Career Center offers good advice and examples of both cover letters and resumes).

Good Cover Letter Components (in order)

1. I'm applying for the job you advertised.

2. I'm qualified

3. Here's how I'm specifically awesome in the most important required skill

4. Here's how I'm also good at the other skills you required or preferred

5. Simple closing

1. I'm applying for the job you advertised.

Specify the position, the institution, where you heard about the job.

Say who you are, your current role, and why you're a great candidate.

"Dear Drs. Cresiski and Jangha,
I am enthusiastically writing to apply for the GA Position in Website Design you advertised through the PROMISE myUMBC page. I am currently a 3rd year doctoral student in Biology. With experience in managing websites, posting to social media, and organizing events as vice president of the chess club, I believe I could be a great fit for this role. "

This is a great opening paragraph!

"Dear Sir,
I am writing to apply for the GA position. I am currently a doctoral student at the University of Maryland, Baltimore County (UMBC) researching the experience of in-home healthcare patients. I am confident I would be a great fit for this role."

2. I'm Qualified!

A paragraph with your highlights:
your area of expertise,
what you have worked
on/accomplished to this date
(details in CV),
where you got your degrees,
who you've worked with.
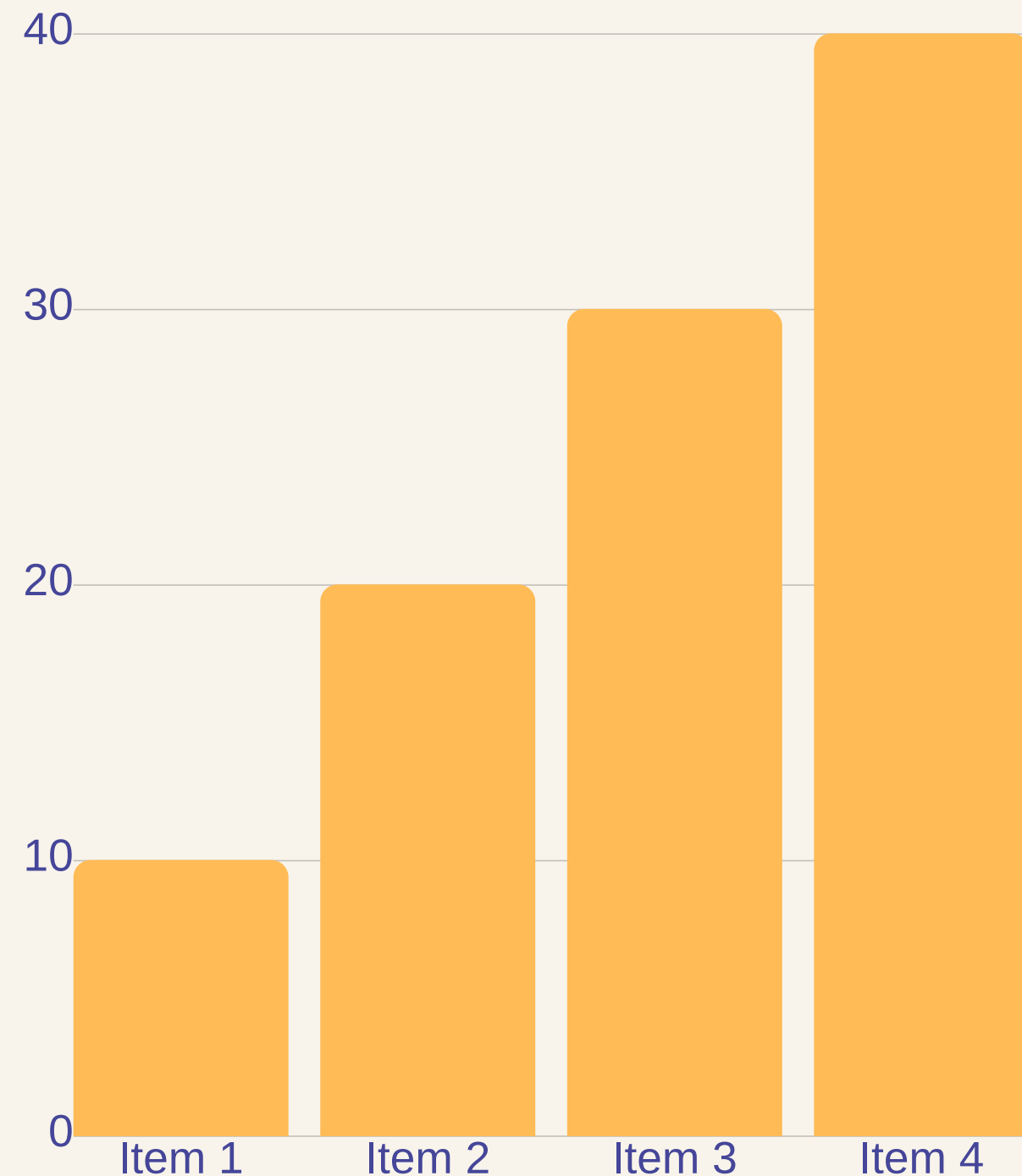
3 & 4: Here's my experience and competence in the required and preferred skills.

TIP: Address *all* the required and preferred skills.

5. Closing: this is a great match!

Thank you for your consideration. I hope to have the opportunity to discuss the position with you!

PROOFREAD!

Interview Reminders

Re-Read the Ad

Be Prepared

Be Ready to Ask Questions

QUESTIONS?

Thank you for attending. Have a great rest of your week.