The Department of Government

GRADUATE ASSISTANTSHIP APPLICATION FORM

ACADEMIC YEAR 2019/2020

The Department of Government (DGOV), University of the West Indies, is accepting applications for its 2019/2020 Graduate Assistantship. The Graduate Assistantship (GA) programme is a support programme that provides financial assistance to students registered full-time as Postgraduate Students, in exchange for the satisfactory fulfillment of assigned duties and activities as assigned by the Department. The value of the financial support is directly applied towards tuition fees only. Any other fees or shortfall as identified by the Bursary, is the sole responsibility of the awardee.

This year, each awardee will receive a total of J$230,000 for the Assistantship which will be paid in installments over the course of the academic year and is applied on a semester by semester basis. These payments are done by and are the responsibility of the University’s Bursary Department. However, it is to be noted that any deficiency ascertained in the performance of duties, service delivery or conduct will result in a 20% reduction in the award, as upon the recommendation of the Head of Department.

SELECTION CRITERIA

Graduate Assistants are selected by members of a DGOV Graduate Assistant Committee. The criteria for selection are based on the prospective candidate being duly registered full-time as a student, overall undergraduate academic performance, experience, need, and talent. Once awarded, maintenance of the assistantship is subject to the GA maintaining high grades, exhibiting positive work ethics, good interpersonal skills toward their peers and DGOV staff members, as well as an acceptable overall performance of assigned duties and responsibilities. Supervisors will be required to complete an Assessment Report and an overall Evaluation Report for their assignees each Semester.
RESPONSIBILITIES
GAs are required to work at least (10) hours per week. These duties will include (but are not limited to):

1. **Administrative duties**: Providing the administrative staff with assistance in terms of running the day to day activities of the DGOV office.

2. **Research duties**: Providing the academic staff with assistance in terms of supporting their research activities i.e. Undertaking Literature Reviews, administering questionnaires.

3. **Outreach duties**: Assisting the DGOV with its activities, seminars, conferences, outreach to schools, etc, Governance Society et.al as well as UWI recruitment and branding efforts and activities.

4. **Teaching**: Tutor specific courses or tutorials in the DGOV

The Head of Department and/or the Supervisor will assign specific duties based on the needs of the Department. GAs are prohibited from engaging in other full-time employment, organizing and conducting any activity that can be interpreted as a conflict of interest with their assigned duties. Disciplinary actions will be taken against any GA found guilty of such an offense which will include a **reduction in monetary emoluments or possibly the termination of services**.

QUALIFICATIONS

1. Must be a **Full-Time** graduate student enrolled in the Department of Government, University of the West Indies
2. A Grade Point Average (GPA) of 3.5
3. Currently not employed elsewhere
4. Knowledge of research methods
5. Not currently a recipient of a scholarship or award to complete his or her MSc

NECESSARY DOCUMENTS

1. A completed Scholarship Application Form
2. A current resume
3. Two letters of recommendation from a UWI Academic Staff and/or previous employee
4. Proof of GPA

All required documents **must be sent by email in WORD or PDF only** to the following email addresses:

- Dr. Suzette Haughton - suzette.haughton@uwimona.edu.jm
- Dr Carol Nelson doczonenel2011@gmail.com

Documents sent in the wrong format will be rejected. If the application is incomplete the application will not be processed.
DEADLINES AND SUBMISSION

No later than Midnight FRIDAY September 6, 2019.
Successful recipients will be notified by SEPTEMBER 13, 2019.

If you have any questions, please send an e-mail to

- Dr. Suzette Haughton - suzette.haughton@uwimona.edu.jm

  or

- Dr Carol Nelson  doczonel2011@gmail.com
**Biographic Profile**

1. UWI ID #:  
2. TRN #:  

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5. Name Type of Former Name:  
- Maiden [ ]  
- (Prior to) Deed Poll [ ]  
- Other [ ]  
- Please Specify ____________________

6. Date of Birth  
7. Sex:  
- Male [ ]  
- Female [ ]  
8. Marital Status  
9. Country of Birth  
10. Nationality  
11. Are you a UWI Staff Member?  
- Yes [ ]  
- No [ √ ]  
12. Are you a dependent of a UWI Staff Member?  
- Yes [ ]  
- No [ ]

13a. Which Department of Government MSc. programme are you currently enrolled in?

13b. Career Objective: State your career goals, and the contribution you think you will be able to make towards the development of your country

**Contact Information**

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16. E-mail Address:  
17. Cellular Phone #  
(876)  
18. Contact #1  
19. Contact #2

**Academic Profile**
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<th>22. Programme (B.A., B.Sc. etc.)</th>
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**SCHOLARSHIPS**

31. Have you applied for any scholarships? Yes [ ] No [ ]

32. If Yes, state name of Award ________________________________

Value $________________________

33. If yes to Ques. 31 state name of: 34. Faculty 35. Campus

36. Have you been awarded a Scholarship/Bursary tenable at UWI Yes [ ] No [ ]

37. If Yes, state name of Award ____________________________ Value $________________________

**38. Co-Curricular Record (On/Off Campus)**
39. Work Experience
Indicate jobs held within last five years (including vacation employment)

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40. Academic distinctions and/or prizes received:

____________________________________________
____________________________________________
____________________________________________
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41. State reason(s) for applying for this Graduate Assistantship:


42. In addition to research and administrative duties GA’s will be required to assist with the management of the DGOV Public Relations, Graduate Seminars, Event Coordination, Outreach and Digital Media Tasks. Please indicate any particular task that you would be interested in undertaking?

1. ☐ Public Relations – Assist with the DGOV Public Relations, Branding and Marketing
2. ☐ Outreach Activities – Assist with the management of the DGOV outreach projects, UWI Recruitment Drive, field events.
3. ☐ Social Media Management – Assist with the management of the DGOV Website/Facebook Page/Twitter Account. etc
4. ☐ Event Coordination – Assist with the coordination of Seminars, Workshops, Roundtables, Conferences or other Department of Government events
5. ☐ Graduate Seminars – Assist to plan, organize and set up venue, equipment etc., contact potential presenters, design, print and distribute flyers & info to relevant audiences
6. ☐ Teaching Observation, Tutorials – assist in the coordination and scheduling of such DGOV related exercises
### REFEEREE’S AFFIDAVIT

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12. What do you know of the applicant’s family?

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

13. What do you know about the co-curricular activities of the applicant?

____________________________________________________________________________________________________________

14. Is this person experiencing financial difficulties? Yes [ ] No [ ]

If ‘yes’ please explain:

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

15. Would you regard the student as someone with integrity? Yes [ ] No [ ]

If ‘yes’ please explain:

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

16. How would assistance from this office benefit the student?

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

16. Is there any other pertinent information that you think we should know? Yes [ ] No [ ]

If ‘yes’ please explain:

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

17. I hereby declare that the information provided above and by the applicant is to the best of my knowledge true.

Signed ____________________________ Date ____________________________

N.B. Referees must know the applicant for at least two (2) years and should be able to attest to the information provided by the applicant.