

### THE UNIVERSITY OF THE WEST INDIES

### MONA CAMPUS

**Department of Government**

**APPLICATION FORM**

 **GRADUATE ASSISTANTSHIP FOR ACADEMIC YEAR 2018/2019**

The Department of Government (DGOV), University of the West Indies, is accepting applications for its 2018/2019 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 fulfilment 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:

**Documents sent in the wrong format will be rejected.**

**If the application is incomplete the application will not be processed**

* Dr. Lloyd Waller (lloyd.waller@gmail.com) or
* Dr Carol Nelson doczonenel2011@gmail.com

**DEADLINES AND SUBMISSION**

No later than Midnight **FRIDAY September 7, 2018.**

Successful recipients will be notified by **SEPTEMBER 10, 2018.**

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

* Dr. Lloyd Waller- lloyd.waller@gmail.com or
* Dr Carol Nelson doczonenel2011@gmail.com

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| **Biographic Profile** |
| 1. UWI ID #: | 2. TRN # : |
| 3. **NAME** | Title | Last Name/Surname | First Name | Middle Name(s) |
| 4. **Former** **NAME*****(If Applicable)*** | Title | Last Name/Surname | First Name | Middle Name(s) |
| 5. Name Type of Former Name: Maiden [ ] (Prior to) Deed Poll [ ] Other [ ] Please Specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 6. Date of Birth **d d / m m / y y y y** | 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** |
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| **Contact Information** |
| **14. Permanent Address** | **15. Term/Mailing Address** (if you reside on Hall please provide full details) |
| Apt./Street/P.O. Box\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Apt./Street/P.O. Box\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| City/Town | Country | Home Phone | City/Town | Parish | Country |
| 16. E-mail Address | 17. Cellular Phone # | 18. Contact #1 | 19. Contact #2 |
| **Academic Profile** |
| 20. Previous Faculty and Department? | 21. GPA | 22. Programme (B.A., B.Sc. etc.) | 23. Previous Major/Option |
| 24. Enrolment Status **Full Time [ ]****Part Time [ ]**  | 25. Degree of qualification?  | 26. Duration Date Started :  | 27. Duration Date Completed:  |
| 28. Campus | 29. Hall of Residence ***(Residing)*** | 30. Hall of Residence (***Attachment)*** |

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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. 91 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)** |
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| **39. Work Experience****Indicate jobs held within last five years (including vacation employment)** |
| **Name of Organisation** | **Position Held** | **From** | **To** | **Salary /month** |
|  |  | **dd / mm / yyyy** | **dd / mm / yyyy** |  |
|  |  | **dd / mm / yyyy** | **dd / mm / yyyy** |  |
|  |  | **dd / mm / yyyy** | **dd / mm / yyyy** |  |
|  |  | **dd / mm / yyyy** | **dd / mm / yyyy** |  |

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| **40. Academic distinctions and/or prizes received:** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **41. State reason(s) for applying for this Graduate Assistanceship:** |
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| **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** – assist in the coordination and scheduling of such DGOV related exercises |

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| **For Official Use Only** |
| **Documents Submitted** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Assessment Committee’s Decision** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **Referee’s Affidavit** |
| 1. **NAME** | Last Name/Surname | First Name | Middle Initial(s) |
| 2. Home Address  |
| 3. Telephone (H) |  4. Telephone (W) | . 5. E-mail Address |
|  6. Occupation |  7. Name of Employer/Business |
|  8. Name of **STUDENT** being recommended |
| 9. How long have you known him/her? | 10. Year(s) | 11. Month(s) |
| 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. |
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| Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date **d d / m m / y y y y**  |

**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.**