



THE UNIVERSITY OF THE WEST INDIES
MONA CAMPUS
Department of Government

APPLICATION FORM

GRADUATE ASSISTANTSHIP PROGRAMME ACADEMIC YEAR 2020/2021

The Department of Government (DGOV), University of the West Indies, is accepting applications for its 2020/2021 Graduate Assistantship Programme. 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 and must be settled upfront.

This Academic year, each awardee will receive a total of J\$230,000 for the Assistantship which will be paid in installments and applied on a semester by semester basis. These payments are made 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 an immediate 20% reduction in the award, as upon the recommendation of the Head of Department.

Once awarded, maintenance of the assistantship is subject to the GA maintaining high grades, demonstrating positive work ethic and attitude, prompt attendance at work locations, good interpersonal skills toward their peers and DGOV staff members, as well as an acceptable overall performance of assigned duties and responsibilities

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 DGov MSc student, undergraduate academic performance, experience, need, and talent. Supervisors will be required to complete an Assessment Report and an overall Evaluation Report for their assignees each Semester which has implications for continued benefits.

RESPONSIBILITIES

GAs are required to work **at least** (10) hours per week. These duties 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 or enrolled elsewhere
4. Has knowledge of research methods and excellent writing skills
5. Not currently a recipient of a scholarship or award to complete his or her MSc

NECESSARY DOCUMENTS to be submitted together

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**

DEADLINES AND SUBMISSION

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 or
- Dr Carol Nelson doczonnel2011@gmail.com

No later than Midnight **FRIDAY AUGUST 28, 2020**

Successful recipients will be notified **FRIDAY SEPTEMBER 4, 2020.**

**Documents sent
in any other
format will be
rejected.**

**Piecemeal or
incomplete
application will
cannot be
processed**

If you have any questions, please send an e-mail to Dr. Suzette Haughton suzette.haughton@uwimona.edu.jm or Dr Carol Nelson doczonnel2011@gmail.com

BIOGRAPHIC PROFILE

1. UWI ID #:		2. TRN # :		
3. NAME	Title	Last Name/Surname	First Name	Middle Name(s)
4. Former NAME <i>(If Applicable)</i>	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	7. Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>	8. Marital Status
------------------	---	-------------------

9. Country of Birth	10. Nationality
---------------------	-----------------

11. Are you a UWI Staff Member? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	12. Are you a dependent of a UWI Staff Member? Yes <input type="checkbox"/> No <input type="checkbox"/>
---	---

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

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 # (876)	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	30. Hall of Residence
------------	-----------------------	-----------------------

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)

Name of Organisation	Position Held	From	To	Salary /month

40. Academic distinctions and/or prizes received:

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

For Official Use Only

Documents Submitted

_____	_____
_____	_____
_____	_____

Assessment Committee's Decision

REFEREE'S AFFIDAVIT

1. NAME	Last Name/Surname	First Name	Middle Initial(s)
2. Home Address			
3. Telephone (Mobile) (876)	4. Telephone (W) (876)	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.

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.