



**THE UNIVERSITY OF THE WEST INDIES**  
**MONA CAMPUS**  
**Department of Government**

**APPLICATION FORM**

**GRADUATE ASSISTANTSHIP FOR ACADEMIC YEAR**  
**2023/2024**

The Department of Government (DGOV), University of the West Indies, is accepting applications for its 2023/2024 Graduate Assistantship Programme (GAP). The Programme is a support programme that provides financial assistance to students registered as full-time Postgraduate Students in the Department, 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, being credited towards tuition fees only. Any other miscellaneous fees or shortfall as identified by the Bursary, is the sole responsibility of the awardee. The Assistantship will be paid in installments over the course of the academic year and is applied on a semester-by-semester basis. These payments or the credits applied per semester are done by and are the responsibility of the University's Bursary Department.

However, it is to be noted that any ineligibility issues, deficiency ascertained in the performance of duties, issues of non-disclosure of status, service delivery or conduct will result in a 20% reduction in the award, as upon the recommendation of the Head of Department or to the extent of being terminated from the Programme.

**SELECTION CRITERIA**

Graduate Assistants (GAs) are selected by members of a DGOV Graduate Assistant Committee. The criteria for selection are based on the prospective candidate:

- being duly registered as a full-time student in the DGOV.
- not being employed full-time or otherwise elsewhere in terms of commitments.
- not being in receipt of any scholarship or assistance.
- possessing the requisite undergraduate academic performance criteria.
- possessing a mature approach demonstrating, experience, need, and talent.

Once awarded, maintenance of the Graduate 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 :

**A. Work at least (10) hours per week. These duties will basically include (but are not limited to:**

- a. **Administrative duties:** Providing the administrative staff with assistance in terms of supporting the day-to-day activities of the DGOV office.
- b. **Research duties:** Providing the academic staff with assistance in terms of supporting their research activities i.e., Undertaking Literature Reviews, administering questionnaires.
- c. **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.
- d. **Teaching:** Tutor specific courses or tutorials and marking coursework assignments in the DGOV.

**B. Perform twenty (20) hours of grading mid-term and final examinations.**

The Head of Department and/or the Supervisor will assign specific duties to the GA as per the tasks from A-B et.al., and with respect to 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 and commitment as outlined. Disciplinary actions will be taken against any GA found guilty of breaching these criteria which will result summarily in a ***reduction in monetary emoluments and or the termination of services.***

## **APPLICATION CRITERIA & QUALIFICATIONS**

All graduate students applying, **MUST:**

1. Be a **Full-Time** graduate student enrolled in the Department of Government, of the University of the West Indies. Students must provide proof of this status with their application.
2. Have a Grade Point Average (GPA) of 3.5 or possess the requisite undergraduate academic performance criteria.
3. Not currently be a recipient of a scholarship or award to complete his or her Masters Programme. If the student was a past recipient of a scholarship or award,

they must ensure that they have evidence that the previous award has ceased, to be eligible or has expired.

4. Not be employed elsewhere full-time, part-time, or otherwise in terms of external commitments.
5. Research experience and or knowledge of research methods would be an asset

### **NECESSARY DOCUMENTS**

1. **A completed Scholarship Application Form**
2. **A current resume**
3. **Two (2) recommendations- letters or completed Affidavit Forms from a UWI Academic Staff member and/or previous employer**
4. **Proof of GPA ( which can be a printout from SAS)**
5. **Proof of Full time Registration status and Programme being pursued (which can be a current printout from SAS)**
6. **If the student was a past recipient of a scholarship or award, they must ensure that they enclose evidence that the previous award has ceased, to be eligible or has expired.**

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

- Prof. Suzette Haughton ([suzette.haughton@uwimona.edu.jm](mailto:suzette.haughton@uwimona.edu.jm)) or
- Dr. Carol Nelson [doczonene12011@gmail.com](mailto:doczonene12011@gmail.com)

### **DEADLINES AND SUBMISSION**

ALL documents no later than Midnight **FRIDAY SEPTEMBER 1, 2023.**  
Successful recipients will be notified by **FRIDAY, SEPTEMBER 8, 2023.**

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

- Dr. Suzette Haughton [suzette.haughton@uwimona.edu.jm](mailto:suzette.haughton@uwimona.edu.jm)) or
- Dr Carol Nelson [doczonene12011@gmail.com](mailto:doczonene12011@gmail.com)

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

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

# GRADUATE ASSISTANTSHIP APPLICATION FORM

## BIOGRAPHIC PROFILE

1. UWI ID #:	2. TRN # :
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<b>3. NAME</b>	Title	Last Name/Surname	First Name	Middle Name(s)
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<b>4. Former NAME</b> <i>(If Applicable)</i>	Title	Last Name/Surname	First Name	Middle Name(s)
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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 <input type="checkbox"/> Female <input type="checkbox"/>	8. Marital Status
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9. Country of Birth	10. Nationality
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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"/>
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13a. Which Department of Government MSc. programme are you currently enrolled in?  
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**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

<b>14. Permanent Address</b>	<b>15. Term/Mailing Address</b> (if you reside on Hall please provide full details)
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Apt./Street/P.O. Box: _____  _____	Apt./Street/P.O. Box _____  _____  _____
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City/Town	Country	Home Phone	City/Town	Parish	Country
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16. E-mail Address:	17. Cellular Phone # (876)	18. Contact #1	19. Contact #2
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**ACADEMIC PROFILE**

20. Previous Faculty and Dept.	21. GPA	22. Programme (B.A., B.Sc. etc.)	23. Previous Major/Option
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24. Enrolment Status Full Time [ ] Part Time [ ]	25. Degree of qualification?	26. Duration Date Started:	27. Duration Date Completed:
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28. Campus	29. Hall of Residence	30. Hall of Residence
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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)**

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**39. Work Experience**

**Indicate jobs held within last five years (including vacation employment)**

Name of Organization	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 scheduling and grading of DGOV related coursework exercises
- 7.  **Research, activities** – assist in Literature Reviews, administering questionnaires and related research exercises

**For Official Use Only**  
**Documents Submitted**


**Assessment Committee's Decision**

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**REFEREE'S AFFIDAVIT**

***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***

<b>1. NAME</b>	Last Name/Surname	2. First Name	3. Middle Initial(s)
4. Home Address			
5. Telephone (Mobile)  (876)	6. Telephone (W)  (876)	7. E-mail Address:	
8. Occupation:		9. Name of Employer/Business:	
10. Name of <b>STUDENT</b> being recommended:			
11. How long have you known him/her?	Year(s)	. Month(s)	
12. In what capacity?			
13. What do you know of the applicant's family?			

14. What do you know about the current employment status of the applicant?

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

If 'yes', please explain:

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

If 'yes', please explain why:

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17. How would this Assistantship benefit the student?

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

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

If 'yes', please explain

20. 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.**