**Department of Health**

**Graduate Assistant Application Form**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current GPA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Directions:** Please complete this application in Word or a PDF File. Your reference letters need to be scanned and submitted with this application. Your application and reference letters should be saved in a file under your last name. **Your completed application with scanned reference letters are due on October 1 (for spring semester) and April 15th (for fall semester).** The application materials need to be submitted to the MPH secretary, **Ms. Stephanie Kienle (email: skienle@wcupa.edu)** **by the October 1st or April 15th deadlines. Please make sure your application materials are complete. Incomplete applications (those without the completed application, essay and reference letters ) will not be reviewed. Only electronic applications with attached reference letters will be reviewed.**

**NOTE: Three recommendation letters from professional sources are required and need to be scanned and attached as a separate file.**

**Skills**

*Knowledge of Basic Equipment/Software*

Check yes/no on the following knowledge of basic equipment/software systems/programs. If you respond yes to these systems/programs please describe your experience working with these. This could include experience in daily use, class, job, volunteer work, etc.

|  |  |  |  |
| --- | --- | --- | --- |
|  | No | Yes | Description |
| PC (Windows or Mac) |  |  |  |
| MS Word -- or Mac equivalent |  |  |  |
| MS Excel -- or Mac equivalent |  |  |  |
| Other relevant programs (list and describe) |  |  |  |

**Research Skills**

Check yes/no on the following research skill sets. If you respond yes please describe how and when you have learned and used these skills. This could include experience in daily use, class, job, volunteer work, etc.

|  |  |  |  |
| --- | --- | --- | --- |
|  | No | Yes | Description |
| Statistical Programs (e.g., SPSS) |  |  |  |
| Conduct scientific literature searches |  |  |  |
| Write scientific literature reviews |  |  |  |
| Recruit research subjects/participants |  |  |  |
| Draft, write, learn about applications to the IRB |  |  |  |

**Program Management Skills**

Check yes/no on the following program management skill sets. If you respond yes please describe how and when you have learned and used these skills. This could include experience in daily use, class, job, volunteer work, etc.

|  |  |  |  |
| --- | --- | --- | --- |
|  | No | Yes | Description |
| Develop, manage, or implement a program |  |  |  |
| Community service: actively participate, organize, or lead an event/activity |  |  |  |

**Administration Skills**

Check yes/no on the following administration skills. If you respond yes please describe how and when you have learned and used these skills. This could include experience in daily use, class, job, volunteer work, etc.

|  |  |  |  |
| --- | --- | --- | --- |
|  | No | Yes | Description |
| Participate and/or lead in student, community or professional organization |  |  |  |
| Develop/demonstrate oral communication skills |  |  |  |
| Database management |  |  |  |

***Essay***

In the space provided below please describe how your job, class, volunteer or other relevant experiences have uniquely prepared you for this position as a graduate assistant in the Department of Health where you will be working with professors on administrative, program management and research duties. Be sure to also discuss how this experience will supplement your MPH degree. Please keep the Essay to 300 words.