



UNIVERSITY OF CENTRAL FLORIDA

CAREER SERVICES &
EXPERIENTIAL LEARNING

FINDING A GRADUATE ASSISTANTSHIP

Types of Assistantships

Graduate students are often hired on assistantships in their departments or other university offices while pursuing graduate studies. Graduate assistants are appointed to teach, conduct research, or perform other tasks for the university.

Graduate students may be appointed as Graduate Teaching Assistants, Associates or Graders (GTAs), Graduate Research Assistants or Associates (GRAs), or Graduate Assistants (GAs). For eligibility, students must be accepted as a graduate student in a degree program and enrolled full-time.

Graduate Research Assistantships

Graduate research assistants may be engaged to assist professors with research activities, participate in research efforts in university institutes and centers or in off-campus projects affiliated with the university, or perform other research-related duties. They may also serve in nonacademic university offices such as Academic Affairs, University Analysis and Planning Support, Operational Excellence and Assessment Support, Computer Services, and Course Development and Web Services.

Graduate Teaching Assistantships

Students in graduate teaching assistantships may be appointed as classroom teachers, co-teachers or classroom assistants, graders, lab assistants, or other roles directly related to classroom instruction. Students must complete the UCF GTA requirements before they will be allowed to serve as a GTA. For more information about UCF GTAs, go to www.graduate.ucf.edu > Current Students > GTA Information.

Graduate Assistantships

Graduate assistants may serve in college or department offices to assist in general office tasks and services not involved in teaching or research assignments. They may also be appointed in nonacademic university offices such as the Registrar's Office, Computer Services, the Library, and Course Development and Web Services.

How to Find a Graduate Assistantship

To apply for an assistantship, students should first contact their graduate program director in the department of study. If there are no positions available through one's

academic department, students should attempt to find advertised or unadvertised positions through a variety of on-campus departments:

- **Advertised Positions:** CSEL's KnightLink, an online recruiting system, contains a small number of postings for graduate assistantships and other on-campus positions. To sign up for the KnightLink, stop by CSEL and fill out a gold card to gain access to this system. Bring your Network ID (NID) and CSEL will give you a username and password to access the system. Once you have access, you can do a search for open positions using the word "UCF."
- **Unadvertised Positions:** Many of the part-time positions available on-campus never get advertised. Therefore, you must be proactive about contacting on-campus departments such as UCF Dining Services, the Library, Athletics, the Student Union, and a variety of offices within Student Development and Enrollment Services to ask if they are hiring. Check out the website at (www.sdes.ucf.edu/Contact_SDES.htm) for a list of possible sites.

For more information, contact:

Career Services and Experiential Learning

Phone: 407-823-2361

www.csel.ucf.edu