

GRADUATE ASSISTANTSHIP APPLICATION
DEADLINE: FEBRUARY 1ST

All graduate students are welcome to apply. Those in REEI and dual REEI degree programs are encouraged to apply.
POSITION DESCRIPTIONS:

- Webmaster—sends out weekly REEI event email, updates website, helps with advertising/publicity
- Newsletter editor—puts together the quarterly newsletter and annual funding notice, aids in editing Dobro Slovo
- Outreach assistant—manages video and book library, conducts outreach events, corresponds with schools & teachers
- Library assistant—assists Slavic librarian

APPLICATION MATERIALS NEEDED:

- Three letters of recommendation. Two current recommendations should address the student's abilities to meet the demand of the GAship. The remaining reference may be on file if written by an IU faculty member within the last 18 months. (If a letter is on file, please put an asterisk (*) by the name).
- Current transcript of IU graduate work (may be obtained from home department secretary or through INSITE)
- Current C.V./resume
- Sample of writing (350-500 words)
- Statement* of 1000 words or less describing educational goals, career interests and plans
 - *Statement should describe applicant's experiences with the following:
 - writing and editing (newsletters, reports, etc.)
 - computer experience (programs, web, etc.)
 - office skills (phones, copy machine, etc.)
 - presentations (lectures, meetings, etc.)
 - organizational skills
 - knowledge of library materials
 - languages and level (reading, writing, oral)
 - overseas experience

GRADUATE ASSISTANTSHIP APPLICATION:

Complete and return this form to the Administrative Secretary at the Russian and East European Institute, Indiana University, Ballantine Hall 565, Bloomington, IN 47405.

Name: _____

Applying for: 20__-____ (academic year)

Local Address (including zip code): _____

Phone Number: _____

E-mail: _____

Home Dept.: _____

Date of Admission to Doctoral Candidacy: _____

(if applicable)

Previous IU Grants, Assistantships, Fellowships and other financial aid (indicate dates): _____

Software Proficiency:

	Taken Classes (Yes/No)	Use Rarely (Yes/No)	Use Frequently (Yes/No)
Access			
Dreamweaver			
Excel			
HTML			
InDesign			
Photoshop			
Word			

REFERENCES:

NAME EMAIL

NAME EMAIL

NAME EMAIL

SIGNATURE: _____

DATE: _____

ACADEMIC YEAR

DEADLINE: FEBRUARY 1

RECOMMENDATION FOR GRADUATE ASSISTANTSHIP

**Russian and East European Institute, Indiana University
Ballantine Hall 565, 1020 E. Kirkwood Ave.
Bloomington, Indiana 47405**

APPLICANT'S NAME: _____ **HOME DEPT:** _____

The Family Educational and Privacy Act of 1974 opens many student records for the student's inspection. The law also permits the student to sign a waiver relinquishing the right to inspect letters of recommendation. The applicant's signature below constitutes a waiver; no signature means the student will have the right to read this letter of recommendation.

DATE: _____ SIGNATURE: _____

Please write/type a detailed and candid letter to assist us in judging this applicant for financial assistance to the Russian and East European Institute. Information concerning academic capabilities based on past performance, and your estimate of the abilities of the candidate will be especially helpful.

Return letter of recommendation to address above.

Continue on other side if necessary. You may write the letter on letterhead and then attach to this form.

REFEREE INFORMATION:

NAME (please print): _____

SIGNATURE: _____

TITLE/DEPARTMENT: _____

ADDRESS: _____

DATE: _____