

GRADUATE RESEARCH ASSISTANTSHIPS

INFORMATION AND APPLICATION PROCEDURES—MBA STUDENTS (2008-2009 Academic Year)

The UMD Labovitz School of Business and Economics (LSBE) is accepting applications for half-time (50%) graduate research assistants (GRAs) from students enrolled in the MBA program (or expecting to enroll in the program in Fall 2008) and completing course work on a full-time basis (at least 6 credits per term) during September-May 2008-2009. The departments of Accounting, Economics, Finance & MIS, Marketing and Management will each select one person from the applicants for employment as a GRA beginning September 2008. All GRAs are appointed on an annual basis.

Following are specifics that apply to all University of Minnesota 50% GRA appointments for 2008-2009:

1. All GRA appointments are for the period September 1, 2008-May 31, 2009.
2. 50% GRAs work up to 20 hours per week for the 9-month period.
3. GRAs must be registered for a minimum of 6 credits of graduate-level coursework each semester (fall and spring) and be making satisfactory progress toward their degree.
4. 50% GRAs receive a total stipend of approximately \$12,000 in gross salary, paid every other week throughout the academic year.
5. 50% GRAs receive a waiver of tuition for up to approximately \$4700 of tuition for each semester. (GRAs are responsible for tuition charges above this amount as well as any applicable fees.)
6. With this assistantship you will be eligible for hospitalization, medical and dental insurance coverage. You will be paying a percentage of the premium though the exact amount will not be known until late summer 2008.

In addition to the above general policies applying to all GRA positions, LSBE feels its 50% GRA positions are a form of financial aid intended to allow students to spend 50% of their time working in the School and the other 50% of their time pursuing coursework leading to completion of the MBA degree. Therefore, we strongly suggest that GRAs not be employed in any other capacity during the term of the assistantship. Further, the performance of GRAs in LSBE will be evaluated at the end of each semester. Those whose performance is judged to be satisfactory will be continued for the next semester; those who fail to perform satisfactorily may have their appointment discontinued and lose the benefits provided.

The five LSBE academic departments will review applications for the 2008-2009 positions and make the final decision on the GRA appointment for their unit. A brief position description and listing of the general skills and knowledge the departments will be looking for in applicants are provided as part of the application form.

If you wish to apply for a 50% GRA position for 2008-2009, complete the form included here and submit this completed form along with a letter of application, a current resume, and a copy (*doesn't need to be an "official copy"*) of transcripts for all of your previous academic work **so it is received (fax #: 218.726.7578) by June 15, 2008** to:

Dr. Rajiv Vaidyanathan, MBA Director
Graduate Research Assistant Application
21 School of Business and Economics
University of Minnesota Duluth
Duluth, MN 55812-2496

If you have any questions about the graduate research positions, application procedures, etc., please call Rajiv Vaidyanathan (218.726.6817).

MBA GRADUATE RESEARCH ASSISTANT APPLICATION FORM

2008-2009 Academic Year

The Labovitz School of Business and Economics is seeking applications for five 50% graduate research assistant (GRA) positions for 2008-2009. These GRAs will work up to 20 hours per week providing support to faculty members who are completing research projects. In general, GRAs will provide assistance with data recording, statistical analysis, literature searches, and other administrative support activities. Desired qualifications include general computer skills including knowledge of and ability to use word processing, spreadsheet, database, and statistical analysis software; Internet and library database search skills; effective communication skills; and ability to learn quickly and follow directions accurately.

To be considered for a GRA position for 2008-2009, provide the information requested below and return a copy of this sheet along with the letter, current resume, and transcripts described below to the MBA Director at the address given on the other side of this sheet. *Additionally, you must already be an admitted MBA student, have submitted all application materials for admission, or provide the MBA office unofficial copies of admission materials to include evidence of satisfactory GMAT scores, if required*

NAME: _____	HOME PHONE: _____
ADDRESS: _____	
CITY/STATE/ZIP: _____	WORK PHONE: _____

TERM & YEAR ADMITTED TO MBA PROGRAM: _____

SEMESTER & YEAR YOU PLAN TO FINISH: *(if within 2 years)* _____

TOTAL NUMBER OF MBA CREDITS COMPLETED PRIOR TO FALL 2008: _____

COURSES YOU TENTATIVELY PLAN TO REGISTER FOR DURING 2008-2009:

Fall 2008: _____
(just list designator & number, e.g.; MBA 8211, MBA 8711, Educ 5413, etc)

Spring 2009: _____
(just list designator & number, e.g.; MBA 8411, MBA 8611, Comm 5220, etc)

I authorize the MBA office staff to attach a copy of my academic transcript(s) to this application form to be circulated for review by those responsible for making decisions on selection of GRAs.

Applicant Signature

Date

In addition to this completed form, please submit a letter and current resume indicating your interest in a GRA position for 2008-2009 and describing the skills, qualifications, and experience you have for such a position. Also submit a copy of transcripts for all previous academic work. All applications will be reviewed by the five departments. However, if you have a special interest in working for a specific department or a background that would make you a unique candidate for a GRA position in a specific department, you may wish to indicate so.

All application materials must be received or faxed (218.726.7578) by June 15, 2008