



Graduate Assistantship Application

Department of Community and Public Health Graduate Assistants are a vital part of our teaching and research mission. These positions offer students valuable professional development opportunities, close mentorship with faculty, a living stipend, plus tuition and fee waivers.

Graduate Assistantship student eligibility:

- Enrolled full-time (at least 9 graduate credits) and accepted into the MHE or MPH degree-seeking program, with at least one year until expected graduation. Non-degree-seeking students are not eligible to receive assistantships.
- All students holding assistantships must be actively enrolled in MHE or MPH classes each semester in which the assistantship appointment is held, in good academic standing, and maintain a 3.0 grade point average.
- Idaho State Board of Education requires that graduate assistants be full-time, fee-paying students. Graduate assistants who are approved to take fewer than full-time graduate credits will still be charged full-time tuition/fees. Students in their last year of study who are completing only their thesis or dissertation work do not need to enroll in a full 9 credits. They only need to enroll in the credits required to make progress toward or complete requirements for the thesis or dissertation.
- Full-time GAs are expected to work 19.5 hours/week on average for their stipend.
- GAs must be in the U.S., and by federal regulation, legally able to work in the U.S.

Graduate Assistantship application requirements:

- 1) Current CV (details can be found on the last page of this document)
- 2) 2-page statement of interest
 - a) Describe your commitment to the field of community and public health, and why you have enrolled in the MHE/MPH program.
 - b) Explain the reasons you are applying to be a Graduate Assistant.
 - c) Describe your academic and professional accomplishments, including any prior teaching experience (if any).

- d) State your preferences for teaching, research, or both for your teaching assistantship. If you are interested in research, please describe your research interests and which DCPH faculty member you would like to work with.
 - e) Indicate your availability to work on campus (Pocatello or Meridian) for your 19.5-hour per week appointment. *Note that we have GA opportunities available for students not located near one of our campuses, but we prioritize having at least 2 of our GAs work on campus.*
- 3) Reference list with contact details for three professional references, including their name, job title, place of employment, and the duration and nature of their relationship with you.

Expectations Upon Acceptance:

- 1) Complete an average of 19.5 hours per week in the office, either at the Meridian or the Pocatello campus, unless you have received approval for an off-campus appointment.
- 2) Track your GA hours and assignments.
- 3) Students with a graduate assistantship or fellowship who wish to seek additional on-campus employment (limited to 6 hours per week) must receive written permission from the Dean of the Graduate School.
- 4) Not commit to more than 6 hours per week of non-GA paid or unpaid work, on or off campus. You will be expected to notify the Department Chair as soon as possible if your circumstances change during your assistantship.
- 5) In addition to your teaching and/or research responsibilities, your appointment may include attending meetings, recruitment, tabling at various events, and other duties as assigned.
- 6) Conduct yourself as a professional. This includes, but is not limited to, dress, behavior, and communication. We treat our graduate assistants, faculty, staff, students, and other colleagues with respect.

Graduate Assistantship application deadline and application process:

Priority will be given to applications received by **June 15, 2026**. Submit your application to dcph@isu.edu.

Important information regarding cancellation/termination of a Graduate Assistantship:

If a graduate student voluntarily terminates their assistantship or is removed for cause during the semester, the stipend ends, and their tuition allowance is withdrawn.

If your appointment is canceled on or before your start date:

- No stipend is paid.
- No tuition allowance is provided.
- If the tuition allowance has been applied to the student's bill, it will be withdrawn.

- The student is responsible for any tuition charges for the semester when they are off-contract.

The DCPH Graduate Assistantship contract is valid for one academic year and may be renewed for a second year. Note that GAs who do not meet the expectations of their department in performing their assigned duties may not be reappointed in future academic years.

If you have any questions, please contact the Department of Community and Public Health at dcph@isu.edu.

The State of Idaho is committed to providing equal employment opportunities and prohibits discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibits discrimination against all individuals based on their race, color, religion, political affiliation or belief, sex, national origin, genetics, or any other status protected under applicable federal, state, or local laws. The State of Idaho is committed to providing access and reasonable accommodations for individuals with disabilities; auxiliary aids and services are available upon request. Preference may be given to veterans who qualify under state and federal laws and regulations. Please contact (208) 282-2729 or e-mail dcph@isu.edu if you have any questions regarding the Graduate Assistantship application process.

Note: On your CV, clearly indicate the following:

- Information on prior degrees
 - University attended and dates of attendance
 - Major or field of study and degree awarded
 - The date when the degree(s) was/were awarded (If still in college, indicate the date by which requirements/or the degree will be met)
- Employment history listing positions held (including present position, if any), along with names of institutions or firms and dates. For any teaching positions, give the rank or title and the subject taught.
- List any activities in the health education field during your undergraduate experience and/or since receiving your baccalaureate degree, including relevant volunteer activities.
- List honors, fellowships, or scholarships (if any) that have been awarded to you.