



ST. BERNARD'S

SCHOOL OF THEOLOGY
AND MINISTRY

GRADUATE ASSISTANTSHIP PROGRAM

PROGRAM OVERVIEW

The Graduate Assistantship Program was established to financially support students with outstanding character and ability who hold promise for achievement and distinction in their field of study. Nominees will be evaluated on the basis of their academic achievement, leadership potential, professional aspirations, and financial need. One assistantship valued at \$1,680 per semester will be given to a selected full-time master's student at St. Bernard's. Two assistantships will be awarded in total each academic year. Applications will be accepted from full-time master's students who are accepted for enrollment into, or are currently enrolled in, a qualifying master's program (see qualifying programs and criteria below). The award provides payment that can be used for tuition, fees, and other academic expenses. In addition, Assistantship recipients will be eligible to receive support from the Finance Office in order to set up a personalized payment plan for the remainder of their student bill each semester.

POSITION OVERVIEW

Position Objectives:

- (i) to collaborate with St. Bernard's Staff members in the fulfillment of the mission of the School.
- (ii) to gain experiential learning and practical skills in the field of higher education administration.

Responsibilities:

1. Meet weekly with supervisor to review goals, workflow, and weekly projects/tasks.
2. Assist the Registrar in editing and posting course session recordings on Canvas.
3. Provide classroom technology support and classroom set up for various courses throughout the duration of the semester as needed and requested.

4. Assist the Office of Academics in academic projects such as semester syllabi filing, adjunct personnel file maintenance, academic event support and set up.
5. Under the guidance of the Registrar, assist in database (Populi) cataloging and organization projects.
6. As needed, assist the Office of Academics in the cataloging of book donations into the Russell Library.
7. As needed, assist the Office of Admissions and the Office of Marketing in lead acquisition cataloging, admissions filing projects, and marketing projects.
8. As needed, provide staffing support for both virtual and in-person events at the Rochester Campus.
9. As needed, assist the Office of Development in donor recognition activities, annual campaign appeals, and other projects.
10. As needed, assist the Office of Academics, Office of Admissions, and Office of Development in the organization and management of historical filing.

Reports to the Office of Academics

CREDIT AND WORK HOUR REQUIREMENTS

Hours: The assistantship will consist of 10 hours of work per week over the course of each 15-week semester in the 2021-2022 academic year.

Semesters: Fall 2021 (August – December), Spring 2022 (January- April), Summer 2022 (May-August). Specific hours and weeks of work will be determined by the supervisor in accordance with the Academic Calendar.

Payment Structure: Remuneration for this position consists of a stipend of \$1,680 per semester. The Graduate Assistant will be paid on a biweekly (every two weeks) cycle in the amount of \$210 per pay period. If a Graduate Assistant is unable to complete their assistantship hours, the position may be terminated before the end of the semester in question. Graduate Assistants are considered employees of the School and must be able to complete and meet all required federal, state, and diocesan employment paperwork and criteria.

Position Terms: The Graduate Assistant may only hold the position during a term in which they are enrolled and attending courses on a full-time basis at St. Bernard's towards a graduate degree. Continuation of the position in subsequent terms is not guaranteed and is dependent upon a semesterly review process. Upon a successful review, the supervisor will formally notify the Graduate Assistant that they will be continuing in their position. At the end of the Academic Year, Graduate Assistants will have the opportunity to reapply for their position.

ELIGIBILITY AND APPLICATION CRITERIA

Eligibility Criteria

- Applicants applying to St. Bernard's for acceptance into the Graduate Assistant program must have a 3.5 undergraduate GPA and/or demonstrate a record of significant leadership experience and academic achievement.
- Applicants accepted into the Graduate Assistant program must maintain a 3.5 cumulative graduate GPA over the duration of their position.
- Students must be accepted for enrollment into, or are currently enrolled in, a qualifying master's program and meet the definition of a full-time student in each semester during which they hold the position. Qualifying programs are: Master of Arts in Pastoral Studies, Master of Arts (Theological Studies), Master of Arts in Catholic Philosophy, Graduate Certificate in Pastoral Studies, and Master of Divinity.
- Applications will be evaluated on the basis of academic achievement, leadership potential, and professional aspirations.
- No student may hold more than one Assistantship in a given semester. Graduate Assistants may also be eligible for other forms of financial aid and scholarships, as determined by the Office of Admissions and Financial Aid through a separate application process.
- Applicants must be able to complete all job responsibilities in-person at St. Bernard's Rochester Campus

Application Process

- Applicants interested in the Graduate Assistantship must submit a one-page, single-spaced personal statement detailing their interest in the Assistantship program, their academic goals, professional aspirations, and ways by which they believe that they meet the above criteria. This personal statement, along with a resume/CV and the contact information for three professional references should be submitted via email to the Director of Admissions and Financial Aid. Eligible candidates will be chosen through an interview selection process.
- Institutional departments and faculty may also nominate eligible and deserving students for consideration towards the Assistantship program.