

Application for Student Assistant Positions CU Denver History Department

Each year the CU Denver History Department has a small number of funded positions for graduate students as Grader, Teaching Assistant (TA), and Research Assistant (RA), plus unfunded positions for both undergraduate and graduate students as assistant editors of the History Department's *Historical Studies Journal*. In order to be considered for any of these positions, students must apply by submitting the following application form to the Graduate Advisor. The Graduate Studies Committee will review the applications and create a pool of eligible candidates during the semester before the positions become available. Decisions regarding specific positions will be made as close to the beginning of each semester as possible. For further information, consult either the Graduate Advisor or the Department Chair.

Basic Position Descriptions:

Graders (graduate students only) will assist faculty members with grading examinations and papers in large classes.

Teaching Assistants (graduate students only), in addition to assisting with grading, may perform other functions, such as leading discussion sections and lecturing, at the discretion of the faculty.

Research Assistants (graduate students only) will assist faculty with their research projects. Tasks might include locating resources, processing materials, data entry and analysis, and editing manuscripts.

Historical Studies Journal Assistant Editor positions:

All CU Denver history majors, undergraduate and graduate, are eligible to apply for assistant editorships with the *Historical Studies Journal*. The CU Denver History Department has published this student-edited journal every year since 1983 to showcase the best research by CU Denver History students, graduate or undergraduate. The Department's professors submit students' papers to the *Journal* editor and assistant editors who review submissions and select those showing the most thorough, innovative, and readable research and analysis. Assistant editors then work with the authors on re-writing manuscripts to produce models for other students, particularly focusing on primary research, solid documentation, and incorporation of relevant theory and historiography. The Senior Editor is selected each year from among the previous year's assistant editors. Contact the current student editor or faculty advisor Professor Tom Noel for further information. The Senior Editor receives a stipend.

**Application for Student Assistant Positions
CU Denver History Department
For Academic Year 2015-2016**

Students who wish to be considered for assistant positions must fill out the following application. For positions during the 2015-2016 academic year, submit applications either by hard copy or electronic files to Prof. Pamela W. Laird, Graduate Advisor, by May 31, 2015. You may mail applications to her at the History Department, place them in an envelope in the wall tray outside Student Commons Building Room 3112, or leave them with Tabitha Fitzpatrick in the History Office. Or you may send them by email to pamela.laird@ucdenver.edu.

- In addition to the application, request brief “notes” of recommendation from *two* departmental faculty. These can be informal, short emails, and they should be sent directly to the Graduate Advisor.
- NOTE: Students’ appointments to any funded positions are contingent on the completion of a University of Colorado background check.

Name: _____

University email address: _____

To which position or positions are you applying?

Grader Teaching Assistant Research Assistant *Journal* Assistant Editor

What graduate-level history courses have you taken?

What is your GPA?

What are your areas of expertise?

What is your major field, and who is your major faculty advisor?

What is your minor field, and who is your minor faculty advisor?

What experiences have you had relevant to the position or positions you seek?

Include a one-page statement that answers the following questions:

- What is the status of your progress toward your degree? That is, how many courses remain in your program? Are you preparing for comprehensive exams? Are you working on your thesis or final project?
- Why do you want to serve as Grader, TA, RA, and/or assistant *Journal* editor?
- What are your qualifications to do so?
- What demands will you have on your time for the relevant academic term or terms? What other constraints do you expect to have?