

## GRADUATE SCHOOL OF BUSINESS

### Graduate Assistantship

Students who receive the position of Graduate Assistant work up to 17 hours a week in the Graduate School of Business offices and are paid every two weeks in order to help defer the cost of living expenses. The position is awarded based upon the student's capabilities, departmental needs, and applying for the award in a timely manner. A minimum index score of 110 is recommended, although not required in order to apply for the position of a Graduate Assistant. *Please fill out the following information to complete this application.*

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Phone: ( ) \_\_\_\_\_ Cell: \_\_\_\_\_

Email address (*preferably ORU email*): \_\_\_\_\_

Semester/year of entry to ORU: \_\_\_\_\_ / \_\_\_\_\_

Cumulative Undergraduate GPA: \_\_\_\_\_ /4.0 Undergraduate Major: \_\_\_\_\_

Cumulative Graduate GPA: \_\_\_\_\_

GMAT, GRE, or ETS score/percentile (*if known*): \_\_\_\_\_ / \_\_\_\_\_

### Program for which you are applying:

Program:  MBA or  Master of Management

Concentration: \_\_\_\_\_

### Work experience over the past 5 years:

Employer	City/State	Dates	Position/Duties

### List your skills/proficiencies:

- |  |   |
|--|---|
| <input type="checkbox"/> CPA _____ yrs             | <input type="checkbox"/> Office Work _____ yrs          |
| <input type="checkbox"/> Research _____ yrs        | <input type="checkbox"/> Supervisor _____ yrs           |
| <input type="checkbox"/> Production Work _____ yrs | <input type="checkbox"/> Owner/operator _____ yrs       |
| <input type="checkbox"/> Microsoft Word _____ yrs  | <input type="checkbox"/> Microsoft Excel _____ yrs      |
| <input type="checkbox"/> WordPerfect _____ yrs     | <input type="checkbox"/> Microsoft PowerPoint _____ yrs |
| <input type="checkbox"/> Lotus _____ yrs           | <input type="checkbox"/> Fox BASE+ _____ yrs            |
| <input type="checkbox"/> FoxPro _____ yrs          | <input type="checkbox"/> Sas _____ yrs                  |
| <input type="checkbox"/> Quattro Pro _____ yrs     | <input type="checkbox"/> Crystal Ball _____ yrs         |
| <input type="checkbox"/> SPSS _____ yrs            | <input type="checkbox"/> Typing _____ (WPM)             |

**GRADUATE ASSISTANTSHIP APPLICATION** *(cont'd)*

## Grad Courses Completed

- Management/Organizational Theory
- Marketing
- Finance
- Accounting
- Economic Theory
- Computer Applications

## General Preferences - Please rank from 1-5, 1 being top priority:

- Telephone Work (*Businesses and Alumni*) \_\_\_\_\_
- Correcting Finance or Accounting Problems \_\_\_\_\_
- Computer Lab Assistant \_\_\_\_\_
- Office Assistant \_\_\_\_\_
- Research Assistant \_\_\_\_\_

By signing this application, I verify that all the information given is true and correct. I understand that I may be asked to provide additional information and that I am not guaranteed this assistantship unless it is offered by the Graduate School of Business department. If awarded this position, I acknowledge that I may need to provide financial documentation to the Financial Aid offices in order to begin the assistantship.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**Office use only:**

Z #: \_\_\_\_\_

Financial Aid Approval: \_\_\_\_\_

Amount: \_\_\_\_\_

Date: \_\_\_\_\_