Research Assistant Application

GENERAL INFORMATION

How to Apply

Anyone who wishes to apply to be a research assistant at MCU should submit the following application materials:

- A cover letter stating which position is of interest to you and why.
- A copy of your resume.
- Two Letters of Recommendation emailed (from your professors or employer) to kimberly.florich@usmcu.edu.
- Current Transcripts either emailed or mailed to kimberly.florich@usmcu.edu OR MCU Intern Program (ATT: Dr. Kim Florich), 2076 South St. Quantico, VA 22134.

*Applicants must be eligible to work in the U.S.

*MCU Research Assistants (RAs) provide support on a variety of tasks and projects. Applications are accepted on an ongoing basis to fill program needs. The majority of RAs are hired to work one-on-one with faculty and/or staff. Interviews begin for RA positions one to two months before the anticipated start date.

Research Assistants are highly encouraged to stay in contact with their MCU Host for professional purposes.

TO BE COMPLETED BY RESEARCH ASSISTANT (RA) APPLICANT

Name_____

University/College/School_____

University/CollegeAddress_____

Major_____

Minor (if applicable)_____

GPA_____

Phone_____

Email_____

Home Address_____

Area(s) of Interest_____

Number of hours per week you are looking for:_____

*Applicants must be U.S. citizens, 18 years of age on or before the first day of the assistantship and meet at least one of the following criteria:

*Currently enrolled in a graduate degree program at a college or university (four year institution). Graduated from a graduate degree program at a college, community college, or university. A veteran of the United States Armed Forces who possesses a high school diploma or its equivalent and has served on active duty, for any length of time, in the two years preceding the first day of the Research Assistantship.

Please answer the following completely (Use additional sheet if necessary)

1. What relevant courses have you taken and where (please include the number and name

of the course)?

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2. Describe any previous research experience.

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3. Describe any relevant professional experience (i.e. internships, volunteering, etc.)

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4. Please provide a preliminary estimate of your availability (Dates and times).

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5. Please write a brief paragraph describing why you are interested in working at MCU.

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6. Briefly describe your future academic/professional plans, including educational goals.

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TO BE COMPLETED BY MARINE CORPS UNIVERSITY OFFICIALS

MCU Hosting College/School, etc.

MCU Faculty/Staff Supervisor

MCU Faculty/Staff Phone (office)_____(cell)

Email_____

Title_____

Dates of Research Assistantship: _____ _____ to

Minimum hours per week_____

Days per Week (S   M   T   W __ TH   F   SA   ) – Mark all that apply.

SIGNATURES

The signatures of the applicant, faculty host, and department chair indicate approval of the Research Assistantship. Related paperwork must be completed within ten days of the beginning of the Research Assistantship. Research Assistantships at Marine Corps University are pending final approval by Faculty Host as well as Marine Corps approving authorities.

The Research Assistant Applicant acknowledges that he or she has read and understands the Marine Corps University Research Assistant Regulations and Policies on this application and will be responsible to adhere to all said Regulations and Policies. Marine Corps University reserves the right to remove a Research Assistant at its sole discretion. The Research Assistant Applicant assumes responsibility for job commitment and agrees to perform in a professional manner. The Research Assistant Applicant agrees to assume responsibility for any loss, damage, or injury that may result from participation in the Research Assistantship, and the Research Assistant Applicant will not hold Marine Corps University or its employees responsible for damages that may occur during the course of the internship at Marine Corps University. Research Assistant Applicants are encouraged to obtain insurance coverage for personal liability**.**

Research Assistant Applicant Signature_____**Date**_____

MCU Supervisor Signature_____**Date**_____

In case of emergency, contact:

(Name) _____

(Relationship)_____**Phone**_____

Email_____