



Application for Graduate Research Assistantship

Department of Urban Affairs and Geography
Center for Urban and Public Affairs

Dear MPA-Graduate Research Assistant Applicant:

Please electronically complete all sections below and email as an attached file to Dr. Jack Dustin, Director, Center for Urban and Public Affairs at jack.dustin@wright.edu. In addition to this form, you will need two recommendations from a person who is familiar with your research, data collection, and analytic experience and abilities. Please use the attached form for recommendations. **Additional copies of this application form and the recommendation form may be obtained at the following web address: <http://www.wright.edu/mpa>.**

I. Contact Information.

Name:
Address:
Telephone #:
Email address:

II. Application Period.

Start Date (Quarter/Semester and Year):
End Date (Quarter/Semester and Year):

III. Education Background.

Degree (s):
Major or special concentration:
Grade point average:
Special academic awards or achievements:

IV. Writing/Research Sample

Provide a written sample of your writing and research skills. Examples may include a completed research report, senior thesis, research paper, or other completed written work that demonstrates your experience with conducting and/or analyzing research.

In addition, please describe any analytic research projects you have completed or participated in and specifically identify the tasks you performed during the project(s). Relevant research tasks include data collection, data entry, and statistical analysis; report writing; literature research; developing survey instruments; and conducting surveys.

V. Computer/Technical Skills

Describe your skills using specific software applications (Microsoft Word, Excel, PowerPoint, social media, etc.) and the creation of specific products (report graphics, questionnaires, newsletters, webinars, websites, etc.).

VI. Work Experience

Employment date:
Employer:
Job title:
Job responsibilities:

Employment date:
Employer:
Job title:
Job responsibilities:

Employment date:
Employer:
Job title:
Job responsibilities:

VII. Personal Statement

Please tell us about your personal qualities other than research/academic functions. For example, your ability to work with others, take initiative, solve problems, deal with the stress of meeting deadlines, multi-task, cope with ambiguity, and the like.

Initials: _____

Typing your initials signifies that you are the author of this document and that all information contained in this application is true.

Date: _____



Recommendation

for
Graduate Research Assistantship

Department of Urban Affairs and Geography
Center for Urban and Public Affairs

This section to be completed by the applicant:

Last Name	First	Middle/Maiden	University ID (UID, if known)
-----------	-------	---------------	-------------------------------

Street Address	City	State/Zip	Area Code/Telephone
----------------	------	-----------	---------------------

I waive the rights of access to the contents of this letter yes no

Applicant Signature	Date
---------------------	------

This section to be completed by the individual making the recommendation:

1. Please briefly state in what capacity and the length of time you have known the above applicant:

2. How would you rank the applicant's personal/professional development and analytic abilities?

	Highest		Average	Lowest		Do Not Know
	1	2	3	4	5	
Intellectual independence (requires minimal supervision)						
Capacity for analytical thinking						
Ability to work well with others						
Ability to organize and express ideas clearly (oral and written)						
Initiative and enthusiasm						

3. What is your evaluation of the applicant's overall ability to work in a university research center addressing public affairs issues?

Signature: _____

Print Name: _____

Institution/Business: _____

Date: _____

Please mail directly to:
 Dr. Jack Dustin
 Department of Urban Affairs and Geography
 Wright State University
 3640 Colonel Glenn Hwy.
 Dayton, OH 45435-0001