

**STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT DIVISION  
GRADUATE ASSISTANTSHIP APPLICATION  
UNIVERSITY OF MISSOURI-KANSAS CITY  
2014-15**

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DATE \_\_\_\_\_ Student ID # \_\_\_\_\_

NAME \_\_\_\_\_  
Last First Middle Initial

LOCAL ADDRESS \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

LOCAL PHONE (h) \_\_\_\_\_ (w) \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

Permanent Address (if different): \_\_\_\_\_

Permanent Phone (if different): (\_\_\_\_\_) \_\_\_\_\_

Were you planning to be employed elsewhere on campus during this same time period?  
Yes \_\_\_\_ No \_\_\_\_

Are you currently employed on campus? Yes \_\_\_\_ No \_\_\_\_  
If yes, where? \_\_\_\_\_

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**ACADEMIC PROGRAM**

Have you been accepted to UMKC? Yes \_\_\_\_ No \_\_\_\_ Comments \_\_\_\_\_

Academic Program in which you are seeking admission or are currently enrolled: \_\_\_\_\_

What degree are you seeking? M.A. \_\_\_\_ Ed.D. \_\_\_\_ Ph.D. \_\_\_\_ Other \_\_\_\_\_

Number of credit hours you plan to carry: Fall \_\_\_\_\_ Spring \_\_\_\_\_

**PLEASE NOTE: To receive fee remission, 6 credit hours (graduate) must be maintained for each semester. Preference will be given to Higher Education Administration Program students for all positions.**

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**STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT DEPARTMENTS**

The departments listed below are where positions *may* be available within our division. Job descriptions and qualifications for each office are posted at <http://www.umkc.edu/stu-aff/student-programs.asp>. Please mark area(s) of interest below or include in your cover letter.

Academic Support & Mentoring  
Admissions/Welcome Center  
Career Services  
Coaching Program  
International Student Affairs  
Multicultural Student Affairs

Office of Services for Students with Disabilities  
Office of Student Involvement  
Residential Life  
Student Union/Student Success Center  
Swinney Recreation Center  
Women's Center

**APPLICATION PROCESS REQUIREMENTS**

- 1) A completed Student Affairs and Enrollment Management graduate assistantship application.
- 2) Cover letter must accompany the application. Please indicate if there is a specific department(s) you are applying for, or if there is a division-wide interest.
- 3) A current resume.
- 4) One-page *typed* essay describing your career goals and interest in the assistantship.
- 5) Three professional references must be provided below.

*Any submission that fails to include all of the above criteria will not be considered.*

➤ **REFERENCES:** (Please list three (3) professional references below)

Name/Title \_\_\_\_\_ Company \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Name/Title \_\_\_\_\_ Company \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Name/Title \_\_\_\_\_ Company \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail \_\_\_\_\_

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**Send all materials to:**

VICE CHANCELLOR FOR STUDENT AFFAIRS AND  
ENROLLMENT MANAGEMENT OFFICE  
Administrative Center, Suite 336  
5115 Oak Street  
Kansas City, MO 64112  
**or fax to:** 816-235-6504  
**or email to:** silkmanj@umkc.edu

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Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional agreements holding collective bargaining or professional agreements with the University of Missouri-Kansas City are hereby notified that this institution does not discriminate on the basis of race, color, creed, sex, age, national origin, disability or Vietnam era veterans' status in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning this institution's compliance with the regulations implementing Title VI, Title IX, Section 504, and the Americans with Disabilities Act, is directed to contact the Affirmative Action Office, Room 223, Administrative Center, telephone (816) 235-1323. This office has been designated to coordinate the institution's efforts to comply with these regulations. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education or the Department of Justice, regarding the institution's compliance with the regulations implementing Title VI, Title IX, Section 504, and the Americans with Disabilities Act. People with speech or hearing impairments can contact the above offices by using Relay Missouri at 1-800-735-2966 (TT) 1-800-735-2466 (Voice).