

**Florida Southern College  
School of Business & Economics, MBA  
Graduate Assistant Program**

Students accepted into the full-time, Weekday MBA Program who have demonstrated superior academic achievement are eligible to apply for one of the Graduate Work or Graduate Research Assistantships. This is an excellent experience for qualified graduate students who wish to broaden their academic base. Graduate assistants are assigned to research and/or other academic duties as determined by the department.

**Graduate Work Assistantship**

**Qualifications required:** The candidate should demonstrate excellent written and oral communication skills, have strong computer skills, and should have a track record of management and administrative experience. A minimum score of 600 GMAT/ 1200 GRE is required for consideration.

**Anticipated duties:** Tasks are likely to include assisting with academic and administrative processes, financial and administrative support, and collaborating with faculty on research projects. Other duties as assigned.

**Length of appointment:** 16 Months

**Benefits and responsibilities:**

- A scholarship of 100% of the instructional fees, plus \$1500 one-time stipend
- 20 hours of work per week
- Participation in faculty research and instructional activities
- Association with faculty members on a one-to-one basis

**Graduate Research Assistantship**

**Qualifications required:** The candidate should demonstrate excellent communication skills; should have a track record of research and data management skills; and experience in conducting academic research.

**Anticipated duties:** Assist with faculty-initiated research projects. Tasks are likely to include literature reviews, data collection, data entry, data analysis, and/or report generation. Other duties as assigned.

**Length of appointment:** One academic semester, eligible for renewal each semester

**Benefits and responsibilities:**

- A scholarship of 50% of the instructional fees for one semester
- 10 hours of work per week
- Participation in faculty research and instructional activities
- Association with faculty members on a one-to-one basis

To remain eligible for the assistantship, an appointee must perform his/her duties satisfactorily and maintain good academic standing. An appointee must maintain enrollment in at least 10 semester hours of degree credit course work for the academic semester. ***Preference for a second semester internship will be given to those currently holding the assistantship with concurrence from the graduate faculty.***

## **Application Requirements:**

A complete application packet must include:

- Letter of application
  - State specifically which position you are applying for, and
  - Provide a clear, comprehensive description of how your skills and preparation match the requested qualifications for the position
- Current resume
  - Include your summer contact information and email address
  - Include list of three references with full contact information.
- No phone calls please.

*Note: Submission of the Free Application for Federal Student Aid (FAFSA) may be helpful to the committee for determination of the assistantship award, and is therefore encouraged when appropriate.*

Review of applications begins April 15, 2011 and will continue until the positions are filled.

Mail or email your completed Application materials to:

Larry Ross, [lross@flsouthern.edu](mailto:lross@flsouthern.edu)  
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School of Business & Economics  
Florida Southern College  
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