

**DEPAUL UNIVERSITY**  
**DEPARTMENT OF ENGLISH**  
**APPLICATION FOR A GRADUATE ASSISTANTSHIP**  
**2024-2025 ACADEMIC YEAR**

Name \_\_\_\_\_ Soc. Sec. # or DePaul Student # \_\_\_\_\_

Current Address \_\_\_\_\_  
*Street* *City/State* *Zip*

E-Mail \_\_\_\_\_ Tel. # \_\_\_\_\_

Please check appropriate program:  Master of Arts Literature and Publishing  
 Master of Arts in Writing and Publishing  MFA in Creative Writing and Publishing

Please indicate when you started/anticipate starting graduate study at DePaul: Quarter \_\_\_\_\_ Year \_\_\_\_\_  
Please indicate if you would be willing to work on the journal *Poetry East* Yes \_\_\_\_\_ No \_\_\_\_\_  
Please indicate if you would be willing to work on the journal *Slag Glass City* Yes \_\_\_\_\_ No \_\_\_\_\_

If you expect to have a different address or phone number in late spring and/or summer, please indicate below.

**EDUCATION.** List below all colleges and universities you have attended.

<i>College or University</i>	<i>Academic Major</i>	<i>Dates Attended</i>	<i>Degree</i>
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**RECOMMENDATIONS.** List the names/addresses of two persons from whom you have requested recommendation letters. You may submit additional letters as well.

<i>Name</i>	<i>Institution or Organization/Department/Street Address</i>	<i>City/State/Zip</i>
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**PERSONAL STATEMENT.** Please submit a 200- to 300-word personal statement that focuses on your qualifications and goals for becoming a graduate assistant (please see assistantship duties below). You should include mention of any of the following: previous experience you have had in teaching or tutoring; experience in publishing, writing, and editing; experience in creative content design; experience in blogging/desktop publishing; Web-based skills and proficiency in publication-based software (Adobe Creative Suite esp. Photoshop/InDesign, SharePoint, HTML, Word Press, Publisher, etc.); and relevant office and clerical experience. Also discuss how an assistantship shapes your post-master’s degree plans. Attach your statement to this form.

**ASSISTANTSHIP DUTIES AND RESPONSIBILITIES.** Graduate assistants perform a variety of duties, including tutoring in DePaul’s University Center for Writing-based Learning, editorial work on scholarly journals, Web-based publishing, and administrative duties in service to the English department’s two graduate programs and undergraduate program. These positions require high scholarly achievement, high proficiency in writing and editing, and strong organizational and “people” skills. Graduate assistants work 20 hours per week at DePaul’s Lincoln Park and/or Loop Campuses. Work schedules, which change from quarter to quarter, are flexible enough to accommodate the student’s classes and other personal responsibilities. The work calendar runs from early September until Thanksgiving and from early January until early June, with a two-week spring break in late March.

**APPLICATION PROCEDURE:** Please send all application materials to Laurance Matthews, Department Assistant, at [lmathe3@depaul.edu](mailto:lmathe3@depaul.edu)

All materials must reach us *no later than* **January 31, 2025**

**DEPAUL UNIVERSITY**  
Department of English  
Master of Arts Programs in English and in Writing and Publishing  
**RECOMMENDATION FOR A GRADUATE ASSISTANTSHIP**

**Top section to be completed by applicant**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_  
Street City/State Zip Code

Email \_\_\_\_\_ Phone \_\_\_\_\_

Please check appropriate program:  Master of Arts in Lit/Pub  Master of Arts in Writing and Publishing  
 MFA in Creative Writing and Publishing

[The Family Educational Rights and Privacy Act of 1974 stipulates that applicants may have access to letters of recommendation written in their behalf, unless they have waived this right.]

I waive  I do not waive  my right of access to this letter of recommendation. (check one)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**To be completed by Recommender**

This person is a current or prospective student in DePaul University's M.A. in Literature and Publishing, M.A. in Writing and Publishing, or M.F.A. program and is applying for a graduate assistantship in the Department of English. Graduate assistants perform a variety of duties, including tutoring in the University Center for Writing-based Learning, editorial work on scholarly journals, Web-based publishing, and administrative duties. Please assess this applicant's strengths and weaknesses for a graduate assistantship. We would particularly appreciate your comments on the applicant's academic achievement, writing ability, promise as a graduate student, level of maturity, as well as other factors that may distinguish this candidate from others.

Please send all letters of recommendation to Laurance Matthews, Department Assistant, at [lmatthe3@depaul.edu](mailto:lmatthe3@depaul.edu).

Letters of recommendation must be received no later than **January 31, 2025**.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

Institution or Organization \_\_\_\_\_

Address \_\_\_\_\_

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Department of English  
Master of Arts Programs in English and in Writing and Publishing  
**RECOMMENDATION FOR A GRADUATE ASSISTANTSHIP**

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