

**Who is eligible to apply for assistantships?**

Graduate assistantships are available to qualified entering students and returning students. The selection process takes place before and during the early stages of the academic term in both September and January. Occasionally, a newly admitted student will be promised a graduate assistantship as part of his or her financial aid package. In such a case, the student will be guaranteed a position, although the particular job will not be determined until the summer or first week of classes.

International students may apply for graduate assistantships; however, those who have not previously lived in the United States, or for whom English is not their native language, usually need to complete one semester of study before being approved for an assistantship.

All graduate assistants must have a valid U.S. Social Security number in order to be paid for their work. International students may apply for an U.S. Social Security number to qualify for an assistantship.

**What sorts of assistantships are available?**

Assistantships vary widely. They range from assisting faculty members with teaching, research, and/or administrative duties to working in one of the College's administrative offices, the film stockroom, the career center, the alumni office, etc. Some of the positions require previous experience or specialized knowledge, while others provide on-the-job training. Some students may direct their assistantships toward working with social service agencies.

**How many hours must I work?**

Full-time positions require 12-20 hours per week. Part-time positions require 8-11 hours per week.

**How much may I earn?**

Full-time assistantships provide a stipend of \$2,000 per semester (\$500/month).

Part-time assistantships provide a stipend of \$1,000 per semester (\$250/month).

**How do I apply?**

There are two types of assistantships: departmental and general. You may turn in one application to your department and one application to each of the general contacts below.

*Departments*

Journalism: Laura Renaghan, COM room 131

Mass Communication, Advertising and Public Relations: Mary-Ellen Oberhauser, COM room 126

Film and Television: Katie Gallagher, COM room 118

*General*

Computer Support Services: John Aguliera, COM room 205

Alumni Services: Kristie Faletra, COM room 132 A

Career Services: Joyce Greenwood-Rogers, COM room 201

COM Writing Center: Susan Blau, COM room 220A

Fill out the College of Communication Graduate Assistantship Application form. Read the instructions carefully and submit your application form to the appropriate assistantship coordinator(s). You may photocopy the application to submit applications to more than one area of interest for which you qualify.

**What do I need to do once I am selected for an assistantship?**

Upon arrival at the University, contact your academic department administrator for instructions. You will be required to fill out a number of forms including: an assistantship contract, the U.S. Employment Eligibility Verification (I-9 Form), and Employee's Withholding Allowance Certificate (W-4 Form). Once these documents are complete, the payroll coordinator will authorize your

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employment. Students must submit a new assistantship contract at the beginning of each semester. Most positions continue for the full academic year, but new contracts need to be signed at the start of each semester. Some positions last for one semester only.

**When will I be paid?**

Payments are made on the last Friday of each month. There are four paychecks each semester. The Fall semester covers September thru December. The Spring semester covers January thru April.

**Where do I send my application & resume?  
(DO NOT send forms to Graduate Services.)**

Send each application to :

Boston University

College of Communication

ATTN: (to the people and room numbers listed on the others side of the page)

640 Commonwealth Avenue

Boston, MA 02215

**Additional questions? Contact Graduate Services.**

**617-353-3481 (in MA)**

**1-800-992-6514 x3481 (outside MA)**

**via email: [comgrad@bu.edu](mailto:comgrad@bu.edu)**