



# **GSI Application Process Information Session**

## **Winter Term 2018 Process**

### **29 September 2017**

#### **Presenter**

**Diana Woodworth, Financial Aid Coordinator, [dianaw@umich.edu](mailto:dianaw@umich.edu)**

# Agenda

- Winter 2018 Timeline
- GSI Positions – Winter 2018
- Application Process
- Background Check Requirement
- Making a Good 1<sup>st</sup> Impression
- GSI Requirements
- Compensation and Benefits
- GEO Agreement
- Teacher Certificate
- Other Student Employment Opportunities

# Winter 2018 Timeline

- Sep 29: SEAS Info Session & positions posted
- Oct 23: SEAS application materials due
- Nov 20: 1<sup>st</sup> round SEAS offer letters issued
- Nov 30: Offer acceptances due
- Dec 1: 2<sup>nd</sup> round SEAS offers issued, if necessary
- Jan 2: CRLT Orientation session
- Jan 3: SEAS Orientation/start of classes

# SEAS GSI Positions – Winter 2018

- EAS 517 Conservation Biology
- EAS 531 Principles of GIS
- EAS 538 Natural Resources Statistics
- EAS 541 Remote Sensing of the Environment
- EAS 557 Industrial Ecology
- EAS 561 The Psychology of Environmental Stewardship
- EAS 581 Advanced Environmental Education
- EAS 588 Site Engineering
- EAS 590 Ecological Site Design I & II
- EAS 605 Green Development
- EAS 615 Renewable Electricity & the Grid
- EAS 687 Landscape Planning and Analysis
- EAS 701 Master's Project Planning
- EAS 787 Metropolitan Dynamics Studio

# SEAS Application Process

- Prepare application materials by combining all materials listed in the job posting (<http://career.umich.edu/>) into a single PDF file
- Name file as: Lastname.Firstname.EASXXX.pdf
  - Example: Woodworth.Diana.EAS701.pdf
- Click M-Box link in job posting (example: <http://goo.gl/F24ad7>) or copy and past the link into your browser
- Upload your PDF application file into the M-Box folder

# SEAS Process-cont'd

- Once a file is uploaded, it cannot be modified or replaced.
- NOTE: M-Box links are unique to each posting. To apply for more than one position, click link in each posting and upload appropriate application PDF file.
- Writers of recommendation letters can upload their letters directly into the appropriate M-Box folder—just give them the link. Rec letters should be named:  
Lastname.Firstname.EASXXX.LASTNAME.pdf (of letter writer)

# PitE

- Info Session: 9 Oct
- Application process opens: 9 Oct
- Application process closes: 23 Oct
- For information, contact:  
[environ.adminstaff@umich.edu](mailto:environ.adminstaff@umich.edu)



# Biology

- Process opens on 2 Oct
- The application allows students to apply for teaching positions in BIOLOGY, MCDB, and EEB.
- Application deadline is 31 Oct
- Information and link to the application can be found on the Program in Biology website:  
<http://lsa.umich.edu/biology/undergraduates/careers/graduate-student-instructor-position-information.html>



# Background Check Requirement

- A background check (BGC) is required for all GSAs. Being hired is contingent upon the results of this process.
- Student will be asked for consent by verification vendor as first step in the hiring process.
- Student may not work until the BGC is complete.
- BGC must be completed prior to the start of the term.

# Making a Good 1<sup>st</sup> Impression

- Read the position description(s) carefully
- Describe how you are the best candidate for the job—use the same language as the posting
- Address how you are uniquely qualified—based on the qualifications listed in the posting.
- Tailor your cover letter/resume to each position.
- Proofread! Simple mistakes can be costly.
- If you are a first-time applicant, consider using the Career Center Resources.

# GSI Training Requirements

- CRLT Orientation—2 January—plan to return to A2 EARLY!
- SEAS Orientation—3 January
- CPR/First Aid/AED Certification required for select courses (SEAS pays for it).
- Register for at least 6 credits
- Register for NRE 600-086 (1 credit course)
- Attend a minimum of two CRLT seminars
- Complete a CRLT Mid-Term Evaluation/Consultation Activity
- Encourage students to complete the Final Evaluation

# GSI Compensation & Benefits

- 2017-2018 salary rate  
\$20,399 FTR  
50% GSI = \$2,549.88/month (16.5-20 hrs/wk)
- Tuition Waiver  
23.7% appt or greater = 100% (7.5-9.49 hrs/wk)  
Less than 23.7% = pro rated waiver
- Benefits  
25% appt or greater – full medical and dental option 1  
less than 25% – full medical, 50% of dental option 1  
Dependent coverage available
- More info, visit UM HR benefits page:  
<http://www.benefits.umich.edu/benefitgroups/grads.html>

# Graduate Employees Organization (GEO)

- Terms and conditions of GSI employment are governed by an agreement between UM and GEO
- Current agreement runs through 1 May 2020
- Copy of the agreement can be accessed here:  
<http://www.geo3550.org/member-resources/our-contract/>
- GEO reps will be on hand during the CRLT and SEAS orientation sessions

# UM Graduate Teacher Certificate

- This certificate offers the opportunity to:
- Document your professional development as a college-level instructor
- Prepare for the faculty job search
- Does not appear on UM transcript
- May be included on your CV/resume
- For more information, visit:  
[http://crlt.umich.edu/um.gtc/introduction\\_to\\_program](http://crlt.umich.edu/um.gtc/introduction_to_program)

# Other Employment Opportunities

- **Graduate Student Research Assistants (GSRAs)**
- **Hourly**
- **Workstudy**



# GSRA Positions in SEAS

- Unlike GSI positions, GSRA positions are not typically posted
- Opportunities are primarily through faculty advisors
- Typically funded by external organizations/agencies
- Require regular research work with tangible outcomes
- May not align directly with your research interests or thesis work
- Progress reports are typically required
- Inquire early

# Other Student Employment

- **Temporary Student Hourly – open to anyone**
- **Work Study**
  - 1. Must be US citizen or permanent resident**
  - 2. Must complete the FAFSA (Free Application for Federal Student Aid)**
  - 3. Must be eligible—check financial aid package**
- **Postings are available on the Student Employment website**  
**<https://www.studentemployment.umich.edu/>**
- **Mia Bell, miabs@umich.edu is the SEAS contact**

# SEAS Career Services Materials

- See handout for URL
- Many useful references:
  1. Drafting Your Résumé
  2. Drafting Your CV
  3. How to Draft a Powerful Cover Letter
  4. How to Secure Good References