

CHICAGO STATE UNIVERSITY

*Tuition Waivers Handbook  
Directory*

Academic Year 2009 - 2010

Prepared by:  
Office of the Provost  
July 1, 2009

# General Policies

# CHICAGO STATE UNIVERSITY

## Tuition Waivers

### Academic Year 2009 - 2010

#### Students

Student tuition waiver aid is issued through the Office of Student Financial Aid, and it is contingent upon eligibility, such as: pending financial aid, enrollment status, degree seeking status, academic progress standards, grade point average, available funds and specialized criteria. Fees beyond tuition, such as mandatory fees and miscellaneous fees are the responsibility of the students, and are not covered by the tuition waiver. This booklet outlines the types of waivers and their criteria.

Tuition waivers are available for both graduate and undergraduate students. All students must apply for state and federal financial aid prior to being considered for the tuition waivers. Students must complete and submit a "Free Application for Federal Student Aid" (FASFA) for the U. S. Department of Education, and complete the financial aid application process before a tuition waiver can be applied to the student account. This application process will identify whether students are eligible for other educational benefits.

Any undergraduate student who is awarded a tuition waiver will receive the in-state tuition rate during the time for which they receive the award.

#### University Employees

Chicago State University Employees (civil service staff, faculty and administrators): are eligible for tuition waivers. They must meet all rules and regulations set forth by the University regarding educational benefits and academic regulations. All University employees not possessing a bachelor's degree are limited to a maximum of nine (9) semester hours' of course work prior to their formal admission to the University. Civil Service employees submit an "Application for Civil Service Employee Education Benefits, and have their supervisor's clearance through the University's Office of Human Resources (203 Cook Administration Building, 773/995-2040). All other University administrators, staff and faculty submit their application forms to the Office of the Provost (308 Cook Administration Building, 773/995-4460). All employees must receive written approval from their chairperson/supervisor and college dean (where appropriate) to take tuition-free courses. The courses must not interfere with their regular assignments and responsibilities. See the special section pertaining to CSU employees for details.

## **APPLICATION DEADLINE**

All individuals seeking waivers must submit an application by **September 15<sup>th</sup>** for the fall term, January 30<sup>th</sup> by the spring term. Waivers must be used during the term in which it is granted and is not for payment of past bills or outstanding balances. Waiver requests are not accepted after the due date or at the end of the semester.

University employees eligible for waivers during the Intersession or Summer School, submit requests by the first day class of the session in the employee is enrolled. No waiver will be granted by the Office of the Provost or the Office of Human Resources after the census date. All waivers must be used in the term in which they are awarded. They do not cover past due bills.

## **STATUTORY (MANDATORY) WAIVERS**

### **Teacher Scholarships-Special Education**

Contact Person: Anthony Siola, Financial Aid, Cook Administration Building 207, (773/995-3547)

#### **Criteria:**

- U.S. citizen and Illinois resident
- Illinois high school graduate - ranking in the top 50% or possess valid teaching certificate that is not in the discipline of special education
- Must take courses to prepare to teach children with disabilities
- Must contract with Illinois Scholarship Assistance Commission (ISAC) to teach special education for five years after graduation

### **General Assembly – Tuition Waivers**

Contact Person: Students should contact the office of the legislative representative or senator in the district in which he/she resides. Chicago State University is located within the districts of Rep. Connie Howard, Illinois State Reps (773/783-8800) and Sen. Donne Trotter (Earl Bell, District Administrator, 773/933-7715).

#### **Criteria:**

- Awarded by a member of the Illinois General Assembly
- Must live in the nominating legislator's district
- Student must sign a waiver of confidentiality concerning scholarship information

### **Reserve Officer Training Corp (ROTC)**

Contact Person: Johnny Evelyn, Veterans Affairs, Cook Administration Building 207, (773/995-3549)

#### **Criteria:**

- Enrolled in ROTC
- Illinois Resident
- Must take annual examination.
- Eligible recipients must receive the highest grades with evidence of leadership ability
- Completed the prior scholastic courses in which the eligible recipient is to enroll

### Wards of Department of Children and Family Services

Contact Person: CSU Office of Financial Aid, Cook Administration Building 207, (773/995-2304)

#### Criteria:

- Selection is made by the Illinois Department of Children and Family Services
- Selection is based on academic achievement, aptitude, and general interest in higher education
- Maintain a scholastic record acceptable to the university [Continued participation dependent upon satisfactory academic progress (SAP) towards graduation]

### Children of Employees

Contact Person: Tobbie McCline-Adams, Human Resources, Cook Administration Building 203, (773/995-3542)

#### Criteria:

- Children of public university employees
- Employee employed minimum of seven years
- Children of deceased employees
- Child under 25 at commencement of academic year
- Must qualify for admission to Illinois public university
- Continued participation dependent upon satisfactory academic progress (SAP) towards graduation.

### Senior Citizens\*

Contact Person: Brenda Hooker, Financial Aid, Cook Administration Building 207, (773/995-2304)

#### Criteria:

The University allows individuals who qualify for benefits listed under the Senior Citizens Disability Pension Tax Relief and Pharmaceutical Act to receive a tuition waiver. If they meet the following criteria:

- Annual Income of less than: \$21,218 for a household of one; \$28,480 for a household of two; \$35,740 for household of three or more [income is subject to change depending upon changes in the pension tax relief act indicated above.]
- By resolution of the Board of Trustees, Chicago State University extends the waiver of tuition for no more than three-credit hours per term to residents of Illinois who have attained the age of 65 at the time of registration.
- The waiver is applicable to all baccalaureate and graduate courses, with the exception of doctoral and professional degree programs, for which Chicago State University receives funding on an annual basis from the Illinois Board of Higher Education.
- Individuals must meet the entrance requirements for admission as well as any course or program prerequisites.
- The waiver is applicable to those courses where the minimum number of tuition paid registrants has been received and space is available up to the maximum class enrollment.

The Provost and Vice President of Academic and Student Affairs may waive the previous requirement when sufficient funds are available.

- Student activity and other course related fees may not be waived and will be paid by each senior citizen registrant.

Applications for tuition waivers are available in the Office of Financial Aid, Cook Administration Building, Room 207, 773/995-2304.

\*Applicants register during late registration period.

## **INSTITUTIONAL/EMPLOYEES: FACULTY, STAFF AND ADMINISTRATORS**

### **Faculty/Administration**

Contact Person: Division of Academic Affairs, Cook Administration Building Room 308, (773/995-4460); Office of Human Resources, Cook Administration Building Room 203 (773/995-2040)

#### **Criteria:**

- Educational benefit for Faculty/Administrators, Civil Service and other employees not covered by a collective bargaining agreement
- Full-time employees who are eligible to receive full benefits
- Part-time employees (at least half-time) who are eligible to receive benefits can receive waivers on a pro-rated basis based upon their employment
- Civil service employees are eligible after their probationary period has ended. All other employees are eligible after six months or one semester if hired on an academic appointment.
- Civil Service employees are eligible for courses based upon a formula. All other employees may take six (6) credits per semester and three (3) in the summer or Intersession periods.
- Tuition and mandatory fees are paid based upon policy (see the full policy)
- All employees must schedule courses around work periods and must make academic progress as defined in the full policy.

### **CSU Foreign and Graduate Students**

Contact Person: Office of International Programs, Cordell Reed Student Union Room 231, (773/995-2582)

#### **Criteria:**

- Foreign student
- Graduate student
- Hold appropriate student visa and work visa as appropriate
- Maintain 2.0 GPA and academic progress according to U.S. Department of Education and Homeland Security criteria [refer to the Office of International Programs for details]
- Demonstrate ability to perform activities related to discipline and OIP needs
- Be admitted as a full-time student and enrolled in a degree seeking program
- The OIP may have more specific criteria related to grant supported activities

### **CSU Graduate Waiver**

Contact Person: Dean of Graduate Studies, Justin Akujieze, Academic Library, Room 234 (773/ 995-2404)

#### **Criteria:**

- Graduate student, holds at least a B.S/B.A. degree
- Be admitted as a full-time graduate student and enrolled in a degree program
- Maintain 3.0 GPA and academic progress according to the academic discipline in which the student is enrolled.
- Demonstrate ability to perform activities related to discipline and Graduate Study criteria

## **STATUTORY WAIVER UNDER A 1% LIMITATION**

### **Civil Service Undergraduate**

Contact Person: Tobbie McCline-Adams, Human Resources, Cook Administration Building 203, 773/995-3542

#### **Criteria:**

- Civil Service Employee
- Employed at a State University or Illinois Scholarship Assistance Commission, or
- Retirees from a BOG University

### **Civil Service Graduate**

Contact Person: Tobbie McCline-Adams, Human Resources, Cook Administration Building 203, 773/995-3542

#### **Criteria:**

- Civil Service Employee
- Employed at a State University or Illinois Scholarship Assistance Commission, or
- Retirees from a BOG University

### **Cooperative Teachers**

Contact Person: Office of Field Placement, College of Education, Education Building Room 322 (773/995-2392)

#### **Criteria:**

- Recipient must have a bachelor's degree
- Local elementary or secondary school district personnel
- For every fifty (50) hours that Chicago State students are classroom observers, the school is given one three-hour credit waiver to distribute
- For every two (2) Chicago State students assigned to a classroom as tutors or teacher aids, the class teacher receives one three-hour credit waiver that is transferable to another teacher at the same school

- For every one (1) Chicago State student assigned to a classroom as a student teacher, the classroom teacher receives one three-hour credit waiver that is transferable to another teacher at the same school

## **INSTITUTIONAL (DISCRETIONARY ) WAIVERS UNDER A 3% LIMITATION\***

### **Gender Equity in Intercollegiate Athletics**

Contact Person: (Compliance Officer), Athletics Department, Jones Convocation Center Room 1502, (773/995-3658)

#### **Criteria**

- Female athlete enrolled at CSU and active on a sanctioned sport/team
- Sport sanctioned by NCAA
- Eligible for participation based on NCAA Division 1 – AAA Criteria

### **Athletic Talent Waiver**

Contact Person: Compliance Officer, Department of Intercollegiate Athletics, Jones Convocation Center Room 1502 (773/995-3658)

#### **Criteria**

- Student athletes recommended by their coaches and the athletic department are eligible for this tuition waiver.
- Screening is handled within the Athletic Department to meet the mandates and conditions of the NCAA, Division I, AAA standards
- General conditions include:
  - Athletic and academic talent
  - Play on a sanctioned NCAA sport at the University
  - Maintain a minimum of a 2.0 GPA
  - Meet NCAA standards for eligibility to play in a sanctioned athletic sport
  - Meet the University entrance requirements for admission
  - Enrolled in twelve (12) hours in fall/spring terms or six (6) hours in summer term.
  - Must apply for ISAC Award through the Office of Financial Aid

### **Talent Scholarship Tuition Waiver - Art, Music Leadership, Publication; Special Needs**

Contact Department Chairperson (Art – Lillian Dawson, Business Health Sciences Building Room 600, (773/995-3984); (Music – Mark Smith, Harold Washington Hall Room 331, (773/995-2155); Leadership/Publication-Division of Students Affairs, Cordell Reed Student Union Room 160, (773/995-2448); Brenda Hooker, Office of Financial Aid, Cook Administration Building, Room 207, 773/995-2304.

#### **Criteria:**

- Enrolled in twelve (12) hours in fall/spring terms or six (6) hours in summer term.
- Must apply for ISAC Award through the Office of Financial Aid
- Maintain a 2.0 GPA minimum

- The Talent Scholarship Tuition Waiver is awarded to undergraduate students who display a talent, aptitude, skill or ability or performance or who provide a service for the University. These awards cover the tuition for the student and are renewable on an annual or term basis depending upon the specific criteria for each talent area. During the term for which they receive the award, all students will be charged the in-state tuition rate.
- The following areas are included within the Talent Tuition waiver: art, athletics, student publications, student government or special talents.
- To be eligible for a Talent Scholarship, a student must enroll in at least twelve credit hours in a long term, be a degree seeking student (admitted and enrolled in a degree program), must have completed a Free Application for Federal Student Aid (FAFSA), must not turn down any other tuition scholarship and must maintain a 2.0 cumulative grade point average.
- Final decision for awarding Talent Scholarships rests with the Director of Student Financial Aid after consultation with the program area for which an award is offered.

### **The Academic Affairs Scholarship**

Contact Person: Ms. Brenda Hooker, Office of Financial Aid, Cook Administration Building, Room 207, 773/995-2304.

#### **Criteria:**

The Academic Affairs Scholarship is for high achieving new and continuing students based upon merit and need, with merit being the primary consideration. It covers only tuition, mandatory University fees are not included in the award. The amount of the award will vary based upon the recommendation from the Scholarship Committee and student need.

- All students must apply for state and federal financial aid each year by filing a FAFSA (Free Application for Federal Student Aid).
- Scholarships are awarded in June for the fall semester and in November for the spring semester.
- For the 2009 – 2010 Academic Year, the Office of Financial Aid will send names of potential nominees to the Office of the Provost after an initial screening for need. A Provost's Scholarship Committee will review the applications and make the awards.
- The applicant must be admitted as a full-time, undergraduate student in a degree program at Chicago State University

#### **Continuing Students** applicants must:

- Be in satisfactory academic standing,
- Have a minimum cumulative GPA of 3.00 or higher; and
- Be enrolled for 12 credit hours or more during the semester for which the waiver is requested.

#### **Freshmen** (incoming) applicants must:

- Have received formal admission to Chicago State University
- Have completed at least a high school GPA of 3.00 or higher (and/or an ACT score of 19) and
- Be enrolled for 12 credit hours or more during the semester for which the waiver is requested.

**Transfer Students** applicants must:

- Have received formal admission to Chicago State University,
- Have completed at least a cumulative college GPA of 3.00 or higher and
- Be enrolled for 12 credit hours or more during the semester for which the waiver is requested.

Provided that funds are available, tuition waiver scholarships *may* be renewed each year for a maximum of six (6) year or twelve (12) semesters or degree completion, whichever is achieved first. Student recipients must re-apply each academic year and must maintain their eligibility according to the criteria above.

**Presidential Scholars**

Contact Person: Vernetta Lawson, Student Activities Office, Cordell Reed Student Union Room180, (773/821-2541)

**Criteria**

- Initial Award -           Application                   GPA 3.25  
  Interviews                    Essay  
  Recommendations        Transcript
- Continuation -           12-hour enrollment per semester (full-time status)  
  GPA of 3.25  
  40 hours of volunteer service per semester  
  Undergraduate only

**Student Service: Future Teachers Program – MBRS/ Undergraduate**

Contact Person: MBRS - Biological Sciences, William Science Building Room 310, (773/995-2183); Future Teachers Program – Dean’s Office, College of Education, Education Room ED 320 (773/9952472).

**Criteria**

- Employed in the MBRS program. (once receive award)
- Undergraduate student.
- GPA over 3.00.
- Full-time student.
- Express interest in a graduate degree in Biomedical Sciences or Teaching
- U.S. Citizen for Future Teacher Program
- Must apply for ISCA award

**Other Talent: Art, Music Leadership, Publication**

Contact Person: Art – Lillian Dawson, BHS 600, (995-3984); Music – Mark Smith, HWH 331, (995-2155); Leadership/Publication-Division of Students Affairs, SUB 160, (995-2448)

Criteria:

Enrolled in twelve hours in long terms, six hours in short term.

Must apply for ISCA award.

Maintain a 2.0 GPA minimum

\*All students receiving a tuition waiver will be assessed the in-state tuition rate during the term for which they receive the waiver. This rate does not change the residency status. It is only used for a billing rate. Once the student no longer receives the tuition waiver, he/she will be billed based upon their permanent residency status as recorded in the Office of the Registrar.

**Waiver of Tuition for University Employees**

Faculty, Administrators and Staff and their Dependents,  
and Other State University Employees with Reciprocal Agreements

**General Policy:** Tuition Waivers are granted at the beginning of each academic term to eligible Chicago State University Civil Service and University employees, dependents of these employees, and retirees, as well as Civil Service and administrative employees of other public Illinois Universities as a part of their educational benefit. Applications must be submitted each term for which a waiver is requested.

**A Tuition Waiver application must be submitted to the Office of Financial Aid at CSU with all appropriate signatures by September 15 for the fall term and January 30 for the spring term, and by the first day of classes for any Intersession or Summer School session in which the individual enrolls.**

**Waiver Coverage and Conditions:** Tuition waivers do *not* cover past due bills for previous terms. Waivers for tuition *will not* be accepted after the due date, at the end of a term or after the conclusion of a term, including Intersession and Summer School.

The Tuition Waiver covers all tuition and mandatory fees, application fees, credit evaluation fees, admission fees and graduation fees as part of the Civil Service and employee educational benefit. The number of courses and credit hours for which Tuition Waivers are applicable depends upon the individual's employment or eligibility status. Generally, this is six credits per term for full-time employees and three credits per term for half-time employees and retirees. Employees (administrative, faculty and staff) must have been employed at least six months or one academic term at 50% to be eligible for a tuition waiver, and they must meet the admission and prerequisites for any course or program for which he or she seeks enrollment. **Civil Service** employees must have completed their probationary period to be eligible.

To continue receiving the Tuition Waiver, the applicant should demonstrate making satisfactory academic progress. This means passage of previous courses for which a waiver is granted is required. If after the waiver is approved, it is learned that the individual does not meet the academic progress standards, the waiver may be reversed and a bill will be issued for the course.

At the time of application, the employee is encouraged to provide his or her supervisor and unit head with documentation that they have successfully completed previous courses. Continued receipt of a Tuition Waiver is contingent upon the employee making satisfactory academic progress as defined above.

**Time Off for Classes:** All employees must make arrangements to avoid taking classes during their regular assigned work hours. If this cannot be avoided, the employee must present a statement for signature by the supervisor/dean for when and how the work hours will be made up. The supervisor is responsible for monitoring compliance with this provision. The statement must be attached to the Tuition Waiver Form when presented for approval. The Civil Service guidelines have a provision for course completion in the final year or term of a degree, which should be followed.

All employees needing time off to complete student teaching or required internships or practicum courses for a degree program must make separate provisions for a leave of absence or time off to complete their course of study. This request must be approved by the immediate supervisor as well as the divisional head (such as vice president), and the agreement is filed in the personnel file of the employee. Receipt of a Tuition Waiver does not exempt the employee of meeting any course or program prerequisites or requirements for admission or degree completion.

**Civil Service Educational Benefits:** Tuition and fee waivers for Civil Service employees are regulated by the Rules of the State Universities Merit Board. The following credit hour maxima apply to employees who enroll in courses at the University:

Full time employees	6 credit hours per term	18 credit hours annually
$\frac{3}{4}$ time employees	4 credit hours per term	12 credit hours annually
$\frac{1}{2}$ time employees	3 credit hours per term	9 credit hours annually

- a. Credit hour limitations do not apply to enrollment in approved work-related training programs which are required to improve service;
- b. To continue receiving the educational benefit, the employee is encouraged to show documentation of academic progress, i.e., passage of courses as stated earlier in this policy; and
- c. Civil Service employees enrolling from other state universities shall be entitled to exemption of tuition and fees stated above. They also must abide by the usage of tuition waivers applicable to special degree and doctoral degree programs.

**Children and Dependents:** Children of employees under the age of 25 are eligible for a partial waiver of 50% reduction in their tuition if the employee has worked at the University for at least seven years. Dependents (natural, foster, adopted and stepchildren) as well as spouses of CSU employees who die while in active service at the University are entitled to a waiver of tuition and fees up to and including the baccalaureate degree at CSU. The maximum waiver is for a total of

four years or 12 academic terms or the number of hours necessary to complete the undergraduate degree, whichever comes first.

**CSU retirees** are eligible for three credit hours of a Tuition Waiver for any term in which they enroll in a course.

For questions call:

Civil Service Employees:     The Office of Human Resources, 773/995-2040, Cook Administration Building, Room 203

Students:                     Office of Financial Aid, 773/-2304, Cook Administration Building, Room 207

Administrators/Faculty:     Office of the Provost, 773/995-2411, Cook Administration Building, Room 306

CHICAGO STATE UNIVERSITY

*Graduate Assistantship  
Directory*

Academic Year 2009 - 2010

Prepared by:  
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# CHICAGO STATE UNIVERSITY

## Criteria for Awarding Graduate Assistantships and the Hiring Process

Hiring Unit	Basic Qualifications	Hiring Process/Monitoring	Person Responsible
Academic Affairs (Provost Office)	<ul style="list-style-type: none"> <li>· B.S. degree, M.S. for Ed.D. program</li> <li>· Admitted to a CSU graduate program</li> <li>· Computer application skills</li> <li>· Organizational, communication and interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>· Announcement in departmental and Graduate and Professional Studies offices</li> <li>· Application and Skills Check</li> <li>· Interview</li> <li>· Supervisor evaluates performance with satisfactory performance resulting in re-hiring the next year</li> </ul>	Ms Reba Dunner, Cook Administration , Room 306, 773/995-4469
Enrollment Services and Student Affairs (Office of the Registrar: Academic Evaluation and Advisement)	<ul style="list-style-type: none"> <li>· B.S. degree</li> <li>· Admitted to CSU grad program</li> <li>· Minimum knowledge of evaluation process</li> </ul>	<ul style="list-style-type: none"> <li>· Position posted, College of Education and Graduate Studies when needed</li> <li>· Application and screening via Banner to determine if admitted to a graduate program</li> <li>· Interview</li> <li>· Once hired, supervisor monitors enrollment and academic progress as well as work performance, which determines continued employment</li> </ul>	Ms. Mary Butler, Cook Administration, Room 128, 773/995-3570
Academic Affairs (Office of Academic Support)	<ul style="list-style-type: none"> <li>· B.S. degree</li> <li>· Admitted to CSU graduate program</li> <li>· Good verbal, written skills</li> </ul>	<ul style="list-style-type: none"> <li>· Post announcements</li> <li>· Interview candidate</li> <li>· Supervisor monitors performance</li> </ul>	Ms. Robin Benny , Cook Admin. Building, Room 308B, 995-4535

Hiring Unit	Basic Qualifications	Hiring Process/Monitoring	Person Responsible
Physical Plant Facilities Planning and Management	<ul style="list-style-type: none"> <li>· Prefer graduate student in Geography Information Systems (GIS) or background in management/business affairs</li> <li>· Some knowledge in utilizing (GIS) - ability to read maps, floor plans, research capabilities and work independently</li> </ul>	<ul style="list-style-type: none"> <li>· Position posted when needed</li> <li>· Discuss position and needs with Geography Department and solicit potential students through the department recommendations</li> <li>· Monitor goals met on work in progress</li> <li>· Interview candidate</li> </ul>	Ms. Mr. Michael Orr, Acting Director, Operations and Management Building, Room 200, 773-995-2140
Biology Dept. ( College of Arts and Sciences)	<ul style="list-style-type: none"> <li>· Bachelor's degree</li> <li>· CSU student admitted to the biology M.S. program</li> <li>· Fully admitted students have priority over conditionally admitted students</li> <li>· Enrolled in two approved graduate research classes each semester</li> <li>· Continuing Applicants: letter of support from thesis advisor, completion of at least 12 credit hours or equivalent in research (with C or better grades); maintained minimum 3.0 GPA; documentation of at least one public presentation or publication during previous year)</li> <li>· New Applicants: pursuing a research thesis with a named faculty member; letter of support from thesis advisor</li> <li>· Graduate assistants are required to submit evaluation materials to the Graduate Awards Committee at the end of each award period (9-month year)</li> </ul>	<ul style="list-style-type: none"> <li>· Announcements mailed each June to all current biology graduate students, except those on another form of financial support</li> <li>· Those currently on assistantships also required to re-apply</li> <li>· Committee of graduate faculty including the graduate advisor, determines which, if any, of the renewal applicants will be approved for a second year</li> <li>· The committee reviews new applications</li> <li>· Committee sends recommendations to department chair and award letters are sent out by July 31</li> <li>· Monitoring: academic progress is monitored by graduate advisor – grades checked, problems reported to Graduate Awards Committee, which oversees the assistantship program, and they report findings to dept. chair; research progress monitored by the individual thesis advisor or if proposal has been approved, it is monitored by entire M.S. thesis committee; progress concerns sent to Graduate Awards Committee which reports findings to dept. chair person</li> </ul>	Dr. Floyd Banks, Chairperson, William Science Center, Room 310, 773-995-2183

<b>Hiring Unit</b>	<b>Basic Qualifications</b>	<b>Hiring Process/Monitoring</b>	<b>Person Responsible</b>
Counseling Center (Student Affairs)	<ul style="list-style-type: none"> <li>· Full-time grad student in Guidance and Counseling (or related social science)</li> <li>·</li> <li>· Minimum one academic year left in program to complete degree</li> <li>· Maintain minimum 3.0 GPA</li> <li>· Professional and Personal Skills: effective interpersonal and public speaking skills, independent and innovative work skills, experience in counseling or human service</li> <li>· Proficiency in computer skills</li> </ul>	<ul style="list-style-type: none"> <li>· Position posted in Psychology Dept., Counseling Center, Graduate Studies Office</li> <li>· Announcement mailed to a list service system; distributed during career and job fairs</li> <li>· Interview applicants who submit resume and essay (faculty and counseling staff conduct interviews)</li> <li>· Applicants submit Personal Data Sheet and Special Hiring Form completed by department and sent to the Office of Human Resources (once hired)</li> </ul>	Dr. Cheryl Green, Director, Cordell Reed Student Union, Room 190, 773-995-2383
Criminal Justice Dept. (A&S)	<ul style="list-style-type: none"> <li>· B.S. degree, preference to criminal justice degree and background</li> <li>· Students qualify for full admission into the program</li> <li>· Prefer relevant work experience</li> <li>· Enrolled in criminal justice program</li> <li>· Preference given to <math>\geq 3.0</math> GPA</li> <li>· Appointments reviewed at the end of each fall term; appointment limited to 4 semesters</li> </ul>	<ul style="list-style-type: none"> <li>· Position announcement is posted</li> <li>· Sometimes actively recruit applicants</li> <li>· Applicants complete departmental form (Application for Faculty Graduate Assistant)</li> <li>· List of applicants is screened and department chair conducts personal interviews</li> </ul>	Dr. Emmett Bradbury, Chairperson, Harold Washington Hall, Room 329, 773-995-2108

Hiring Unit	Basic Qualifications	Hiring Process/Monitoring	Person Responsible
Dean's Office College of Education	<ul style="list-style-type: none"> <li>· Minimum of B.S. and M.S. degrees</li> <li>· Admitted to a graduate degree program in the College of Education</li> <li>· Good computer skills, excellent communication skills</li> </ul>	<ul style="list-style-type: none"> <li>· Posted in College of Education and Grad Studies</li> <li>· Applications accepted in Dean's Office</li> <li>· Interviews are scheduled with dean or designee for each applicant</li> <li>· Applicants complete a series of skills tests: role play responding to telephone calls; writing memos and letters; developing graphs, charts or tables; creating a flyer</li> <li>· Rejection letters are sent</li> <li>· Accepted applicants complete the Special Hiring Form, which is sent to the Provost's Office for approval</li> <li>· Once approved applicant completes a file: graduate assistant's contract, personal data sheet and resume, document confirming admission to graduate program, application for educational benefits, grad assistant's work schedule and document confirming course completion (at the end of each term)</li> <li>· Office secretary tracks work hours</li> </ul>	Dr. Sylvia Gist, Dean, College of Education, Education Building, Room 320, 773-995-2472
Educational Leadership, Curriculum and Foundations (ELCAF) - College of Education	<ul style="list-style-type: none"> <li>· B.S. and M.S. degrees</li> <li>· Admitted into department, master or doctoral program</li> <li>· Ability to work 20 hours per week and enrolled in 6 credit hours</li> </ul>	<ul style="list-style-type: none"> <li>· Posted in department, college and graduate studies</li> <li>· Interview candidates</li> <li>· Verify enrollment and graduate status</li> <li>· Monitor work performance</li> <li>· Limited number available, restrictions may apply</li> </ul>	Dr. Norma Salazar, Chairperson, Education Building Room 319, 773-995-2086

Hiring Unit	Basic Qualifications	Hiring Process/Monitoring	Person Responsible
<p>English, Communications, Media Arts and Theatre Dept. (ECMAT) - College of Arts &amp; Sciences</p>	<ul style="list-style-type: none"> <li>· Bachelor's degree</li> <li>· Formally admitted into English department graduate program</li> <li>· English Position: advanced word-processing skills; interest and familiarity with a wide range of literature; excellent proof reading and editing skills; familiar with computer library search; independent; adheres to deadlines</li> <li>· Speech-Theater Position: word processing skills; box office knowledge; mailing list knowledge; flexible day and evening hours; self starter; interest in business and the arts, and event planning and cultural programming</li> </ul>	<ul style="list-style-type: none"> <li>· Post positioned in department, college and Graduate Studies</li> <li>· Contact chairperson about positions</li> <li>· Dept. chair screens and interviews applicants, others in department who will work with the students also can interview and make recommendations</li> <li>· Student selected and hiring procedures implemented</li> <li>· Supervisor is assigned and verifies applicant admitted to a graduate degree program</li> <li>· Supervisor assigns specific, written tasks with deadlines; upon completion, supervisor verifies (signature of completion and receipt)</li> <li>· Supervisor maintains ongoing, in-person and e-mail communication; checks academic progress at end of each semester</li> </ul>	<p>Dr. Brenda Aghahowa , Chairperson, William Science Center, Room 320, 773-995-2189</p>
<p>Geography, Sociology, Economics &amp; Anthropology Dept. (GSEA) - College of Arts &amp; Sciences</p>	<ul style="list-style-type: none"> <li>· Taken at least one class - Introduction to GIS</li> <li>· Min. of B.S. degree, or M.S. degree (seeking GIS certificate)</li> </ul>	<ul style="list-style-type: none"> <li>· Post announcement according to CSU policies and procedures for employing a graduate assistant</li> <li>· Grades checked at the end of each term to verify students still meets qualifications</li> <li>· Faculty are asked to comment on student's performance at the end of each term</li> <li>· An evaluation meeting with the student is held at the end of each term</li> </ul>	<p>Dr. Arthur Redman, Chairperson, William Science Center, Room 321, 773-995-2186</p>

Hiring Unit	Basic Qualifications	Hiring Process/Monitoring	Person Responsible
Library	<ul style="list-style-type: none"> <li>· Bachelor or Masters degrees</li> <li>· Enrolled in a CSU graduate program, Library Science and Communications Media preferred</li> <li>· Good computer skills</li> <li>· Good interpersonal skills</li> <li>· Recommendation from Library Science Faculty</li> <li>· Graduate Assistants are hired in the reference, government publications and curriculum materials center</li> </ul>	<ul style="list-style-type: none"> <li>· Position availability posted at Reference Desk in Library, Graduate Studies office</li> <li>· Applicants apply for position and receive an interview</li> <li>· Once hired, receive individual training, mentoring and direct supervision</li> <li>· Hours and job performance monitored by Director of Public Services</li> </ul>	Dr. Lawrence McCrank, Dean, Library & Instructional Services, LIB 437, 773-995-2251
Mathematics & Computer Science Dept. - College of Arts & Sciences	<ul style="list-style-type: none"> <li>· Bachelor's degree, preferably in mathematics (or closely related field)</li> <li>· 3.0 GPA</li> <li>· Positive recommendations from former teachers</li> <li>· Accepted into the department's masters degree program</li> <li>· Ability to work well with students</li> <li>· Ability to tutor and/or teach low-level courses</li> </ul>	<ul style="list-style-type: none"> <li>· Inform graduate advisor and graduate faculty of an opening, and ask them for nominations</li> </ul>	Dr. Kapila Attele, Chairperson, Harold Washington Hall, Room 332, 773-995-2102

Hiring Unit	Basic Qualifications	Hiring Process/Monitoring	Person Responsible
MBRS-SCORE Program (College of Arts & Sciences)	<ul style="list-style-type: none"> <li>· Meet both academic and professional qualifications as well as personal qualifications</li> <li>· Bachelor's degree</li> <li>· U.S. Citizenship or Resident Alien</li> <li>· Enrolled in and maintain full academic load (min. 6 credit hours per semester in a biology graduate degree)</li> <li>· Availability to work minimum of 20 hours per week on designated research project</li> <li>· Express intent to continue education to a doctoral program in biomedical research</li> <li>· Demonstrate ability to work both under supervision and independently with innovation</li> </ul>	<ul style="list-style-type: none"> <li>· Position description posted on MBRS-SCORE bulletin board, website</li> <li>· Announcement from faculty, at seminars</li> <li>· Nominations from faculty</li> <li>· Program Director screens and interviews</li> <li>· Applicants complete Personal Data Sheet; program director verifies citizenship and green card status</li> <li>· Special Hiring Form and Graduate Assistant Contract are completed and sent to the Provost's Office</li> <li>· Maintain 3.0 or higher GPA at graduate level to continue status</li> <li>· Maintain good working relationship with faculty supervisor and coworkers</li> </ul>	Dr. Warren Sherman, Program Director, William Science Center, Room 245, 773-995-2322
Psychology Dept. - College of Arts & Sciences)	<ul style="list-style-type: none"> <li>· Bachelor's degree</li> <li>· Admitted into psychology or counseling graduate program</li> <li>· Good academic standing</li> <li>· Available to work 20 hours per week, spread across 4 days</li> <li>· Undergraduate degree in psychology considered an asset</li> <li>· Preference: commit to two years</li> <li>· Adequate computer skills for clerical and research duties</li> <li>· Demonstrated social skills</li> <li>· Demonstrate interest and ability to contribute to faculty research and/or teaching assignments</li> </ul>	<ul style="list-style-type: none"> <li>· Announcements posted on campus, advertisements in "Up to the Minute", and flyers given to students in classrooms</li> <li>· Students are encouraged to pick-up application packets in the department and the graduate counseling offices</li> <li>· A Psychology Dept. Search Team reviews applications and interviews students meeting department requirements</li> </ul> <p>Once accepted, the Counseling Graduate Program administrator notifies the Provost's Office and appointment papers are completed</p>	Dr. Ivy Dunn, Chairperson, Harold Washington Hall, Room 328, 773-995-2394

Hiring Unit	Basic Qualifications	Hiring Process/Monitoring	Person Responsible
Reading, Elementary Education, Middle Schools and Bilingual Education Dept. (College of Education)	<ul style="list-style-type: none"> <li>· Bachelor's degree</li> <li>· Admitted to graduate program</li> </ul>	<ul style="list-style-type: none"> <li>· Announcement posted</li> <li>· Candidate complete a questionnaire regarding their graduate status and GPA</li> <li>· Dept. monitor's progress by checking graduate assistant's GPA on Banner and evaluating performance (informally, in process of developing evaluation tool)</li> </ul>	Dr. Rosemary Buteau, Chairperson, Education Building, Room 318, 773-995-2089
Registrar's Office/Records (Academic Affairs)	<ul style="list-style-type: none"> <li>· Bachelor's degree</li> <li>· Admitted to graduate program or certification or program</li> <li>· Adequate computer and clerical skills</li> <li>· Excellent communication skills and good interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>· Announcement posted: financial aid, graduate studies, but generally rely upon "word of mouth"</li> <li>· Candidates interviewed by unit head and/or designee</li> <li>· Hiring forms generated for selected candidate; approval granted, offer made</li> <li>· Supervisor monitors work and academic progress on degree</li> </ul>	Ms. Lois Davis, Registrar, Cook Administration Building, Room 128, 773-995-2522
Special Education, Early Childhood and Technology Education Department (College of Education)	<ul style="list-style-type: none"> <li>· Bachelor's degree</li> <li>· Admitted and enrolled into graduate program</li> <li>· Excellent communication skills (oral and written)</li> <li>· Good computer skills, including graphics ability</li> <li>· Knowledge about research skills – data collection and analysis</li> <li>· Clerical skills</li> </ul>	<ul style="list-style-type: none"> <li>· Flyers are posted around the College</li> <li>· Applications in the department office</li> <li>· Chair interviews each applicant who must submit a resume and statement of reference</li> <li>· Once candidate selected, special hiring forms are forwarded to the Provost's Office for approval. Attached to hiring forms are personal data sheet, permanent resident card (if applicable), copy of resume, copy of letter of recommendation, verification of GPA, verification of six hours of enrollment, verification of acceptance into graduate program and work schedule</li> <li>· Department secretary is responsible for tracking work hours</li> <li>· Contract is renewable if satisfactory progress in degree program and work</li> </ul>	Dr. Cathryn Busch, Chairperson, Education Building Room321, 773-995-2390

Hiring Unit	Basic Qualifications	Hiring Process/Monitoring	Person Responsible
Library, Information and Media Studies Dept. (College of Education)	<ul style="list-style-type: none"> <li>· Bachelor's degree (hold no degree higher than the bachelors)</li> <li>· Enroll full time (6 credit hours per semester) or part time (3 credit hours per semester)</li> <li>· Technical skills in one or more areas: library science, information sciences and media</li> <li>· Applied for and/or admitted to the graduate program at CSU, preferably in the department</li> </ul>	<ul style="list-style-type: none"> <li>· Announcements and advertisements posted</li> <li>· Applicants submit resume to the unit head or department chair</li> <li>· Initial screening and final applicants interviewed by chair and faculty. Chair selects graduate assistant.</li> <li>· Assistant completes all hiring forms, which are submitted to the dean, provost.</li> <li>· Must work the entire semester to maintain the tuition waiver</li> <li>· May not hold more than one full time graduate assistantship per semester, but may work two half time positions during one term</li> <li>· Assistantship limited to two years</li> <li>· Graduate Assistant supervised by chair or delegated faculty</li> </ul>	Dept. Chairperson, Education Building, Room 200B, 773-995-2503
Dean, College of Business	<ul style="list-style-type: none"> <li>· Bachelor's degree (hold no degree higher than the bachelors)</li> <li>· Enroll full time (6 credit hours per semester) or part time (3 credit hours per semester)</li> <li>· Technical skills in one or more areas: accounting, finance, information systems, management or marketing</li> </ul> <p>Applied for and admitted to the graduate program at CSU</p>	<ul style="list-style-type: none"> <li>· Announcements and advertisements posted</li> <li>· Applicants submit resume to the unit head or department chair</li> <li>· Initial screening and final applicants interviewed by chair and faculty. Dean selects graduate assistant.</li> <li>· Assistant completes all hiring forms, which are submitted to the dean, provost.</li> <li>· Must work the entire semester to maintain the tuition waiver</li> <li>· May not hold more than one full time graduate assistantship per semester, but may work two half time positions during one term</li> <li>· Assistantship limited to two years</li> <li>· Graduate Assistant supervised by dean or delegated faculty</li> </ul>	Dr. Farhad Simyar, Dean, College of Business, Business and Health Sciences Building Room 602, 773-995-3976

<b>Hiring Unit</b>	<b>Basic Qualifications</b>	<b>Hiring Process/Monitoring</b>	<b>Person Responsible</b>
Dean's Office Graduate and Professional Studies	<ul style="list-style-type: none"> <li>· Minimum of B.S. and M.S. degrees</li> <li>· Admitted to a graduate degree program at Chicago State University</li> <li>· Good computer skills, excellent communication skills</li> </ul>	<ul style="list-style-type: none"> <li>· Posted in Grad Studies</li> <li>· Applications accepted in Dean's Office</li> <li>· Interviews are scheduled with dean or designee for each applicant</li> <li>· Applicants complete a series of skills tests: role play responding to telephone calls; writing memos and letters; developing graphs, charts or tables; creating a flyer</li> <li>· Rejection letters are sent</li> <li>· Accepted applicants complete the Special Hiring Form, which is sent to the Provost's Office for approval</li> <li>· Once approved applicant completes a file: graduate assistant's contract, personal data sheet and resume, document confirming admission to graduate program, application for educational benefits, grad assistant's work schedule and document confirming course completion (at the end of each term)</li> <li>· Office secretary tracks work hours</li> </ul>	Dr. Justin Akujieze, Dean, Division of Graduate and Professional Studies, , Library Room 233, 773-995-2404