

# Carter Center Graduate Assistantship

## Sample Application

The Carter Center Graduate Assistant Program offers a limited number of opportunities to students currently enrolled in a graduate level program.

At the start of the assistantship, qualified applicants must have completed a minimum of two semesters of their academic coursework in a master's or post-master's level program. Candidates who have completed their degree are not eligible. Graduate assistants must make a 9-12 month, 20-hours-per-week commitment and will receive compensation of \$14/hour.

Please contact the Carter Center's Educational Programs if you have any questions: [EducationalPrograms@CarterCenter.org](mailto:EducationalPrograms@CarterCenter.org).

### Preliminary Questions

At the start of the graduate assistantship, qualified applicants must have completed a minimum of two semesters of their academic coursework in a master's or post-master's level program. Candidates who have completed their degree are not eligible. Do you meet these qualifications?

- Yes, I meet these qualifications.
- No, I do not.

### GENERAL INFORMATION

Session \*

First Name \*

Last Name \*

Middle Name

Email Address \*

Phone \*

Alt Phone

Gender \*

- Male
- Female
- Other
- Prefer Not to Say

Are you a US Citizen? \*

- Yes
- No

Current Address

Country \*

Street Address 1 \*

Street Address 2

City/Town/Other

State/Province/Region/Other

Postal code \*

- Check here if Permanent Address is the same as Current Address.

Permanent Address

Country \*

Street Address 1 \*

Street Address 2

City/Town/Other

State/Province/Region/Other

Postal code \*

**ACADEMIC EXPERIENCE**

Enrollment Status \*

Total# of Units/Credits Earned

Schools Attended

Please list primary post-high school institutions only (college or university). Study abroad, courses taken at secondary colleges or universities, or other related experiences should be explained on your resume or in the extracurricular activities text box located on the Additional Info tab. (Limit 4)

School \*

Country \*

City/Town/Other

State/Province/Region/Other

Area of Study \*

G.P.A

Graduation Date or Anticipated Graduation Date

Graduate Program

- Yes
- No

Add Second School

## PROGRAM PREFERENCES

Graduate Assistantship Preferences

Please choose your first and second choice program areas for your Graduate Assistantship.

[Learn more about graduate assistantship program areas »](#)

Graduate Assistantship 1st Choice \*

Hours Available: (min. 20hrs) \*

Graduate Assistantship 2nd Choice

Please list & describe any coursework that applies to your preferred program areas:

0 / 250

## ADDITIONAL INFORMATION

**English proficiency is required** for this position. Indicate other foreign language abilities. You may add up to five.

Language

Proficiency

Add Second Language

Indicate computer literacy, listing specific software applications and proficiency level

0 / 250

List experience and extracurricular activities applicable to your specified program area(s)

0 / 250

How did you learn about the program at The Carter Center?

## RESUME/BIO/SHORT ESSAY

Bio / Short Essay / Resume / Writing Sample

**Short Essay #1:** Tell us about yourself and why you would make a good candidate for this position? (under 350 words)

**Short Essay #2:** What interests you most about the work of The Carter Center and how does it align with your career goals? (under 350 words)

**UPLOAD Resume as PDF\***

**UPLOAD Writing Sample as PDF\*** (Submit a pertinent academic paper, 5 pages or less in length)

## RECOMMENDATIONS

### REGISTER RECOMMENDERS

The Carter Center requires two references. Please add the names and emails for both of your selected references in the fields below.

Select INVITE RECOMMENDERS to register your references. This will prompt the application system to send each of them a direct email, asking them to upload a letter of recommendation.

References must submit their letters of support within one week of the application deadline.

If you accidentally enter information erroneously, select "Remove" and follow the steps above to register your reference again.

To send your reference(s) a reminder, select "Resend." This will immediately send your reference an email reminding them to submit their letter.

Once this is done, select SAVE AND NEXT.

### Recommenders

Title	First Name	Last Name	Email	Status	Resend	Remove
<input type="text"/>	<input type="text"/>	<input type="text"/>				
<input type="text"/>	<input type="text"/>	<input type="text"/>				

**+ Invite Recommenders Button**

## REVIEW

You will be given an opportunity to review your online application before submitting it. All required fields must be completed, and the system will prompt you to complete all required fields.

Congrats on submitting your application. But wait... you are not yet done.

## MAIL TRANSCRIPTS

Official transcripts must be mailed in a sealed envelope and postmarked by the application deadline. Please send all transcripts to this address:

Educational Programs  
Attn: Graduate Assistantship Program  
The Carter Center  
One Copenhill  
453 Freedom Parkway  
Atlanta, Georgia 30307  
[EducationalPrograms@cartercenter.org](mailto:EducationalPrograms@cartercenter.org)

Please contact the Carter Center's Educational Programs if you have any questions. [EducationalPrograms@CarterCenter.org](mailto:EducationalPrograms@CarterCenter.org).

**\*Please Note: The Carter Center will ONLY accept submissions through our online application. You CANNOT complete this PDF and mail/email it to our offices. Any mailed/emailed PDF submissions will NOT be accepted.**