

VILLANOVA UNIVERSITY  
COLLEGE OF NURSING  
GRADUATE PROGRAM

GRADUATE ASSISTANTSHIPS IN THE COLLEGE OF NURSING

The College of Nursing currently supports five (5) Graduate Assistantships. All positions are filled on a competitive basis. The positions available change each semester. Please visit our website: [www.nursing.villanova.edu/students](http://www.nursing.villanova.edu/students) for information and an application.

GRADUATE ASSISTANT FOR THE OFFICE OF THE DEAN

The Graduate Assistant for the Office of the Dean (1) assists the Dean in historical and institutional research by retrieving bibliographical material, preparing reports and papers, and preparing related written material, (2) assists the Dean with administrative activities, and (3) functions as Graduate Program representative at selected offerings. In addition to meeting the general criteria for appointment, this Graduate Assistant should have an interest in gathering and organizing data, conducting various research projects, and should have excellent writing skills.

GRADUATE ASSISTANT FOR THE GRADUATE PROGRAM

The Graduate Assistant with the Graduate Program (1) assists with projects (e.g., data base surveys, marketing) specific to the Program, (2) assists faculty with their research projects (e.g., literature searches, instrument development and testing, data collection, data analysis) and (3) functions as Graduate Program representative at selected offerings. In addition to meeting the general criteria for appointment, this Graduate Assistant should have good library search skills and an interest in research. Computer literacy is essential.

GRADUATE ASSISTANT FOR THE UNDERGRADUATE PROGRAM

The Graduate Assistant with the Undergraduate Program (1) is available in the learning laboratory to help undergraduate students develop and refine basic nursing care and assessment skills, (2) assists with projects (e.g., data base surveys) specific to the Program, and (3) functions as Graduate Program representative at selected offerings. In addition to meeting the general criteria for appointment, this Graduate Assistant should have recent clinical nursing practice experience, competence in basic nursing and assessment skills, good library search skills, and basic knowledge of teaching/learning principles. Previous experience in helping nursing staff or students update or learn practice skills, and computer literacy are desirable.

GRADUATE ASSISTANT FOR THE CONTINUING EDUCATION PROGRAM

The Graduate Assistant with the Continuing Education Program (1) assists in online course development, (2) completes literature searches as needed, (3) assists in the preparation of course materials, (4) prepares hand-out materials, (5) functions as the CE representative at selected offerings, (6) serves as a member of the Continuing Education Advisory Committee and the Health And Human Values Committee, and (7) functions as the Graduate Program representative at selected offerings. In addition to meeting the general criteria for appointment, this Graduate Assistant should have a general and current background in nursing practice, good writing skills and an interest in adult education. Computer skills are necessary.

GRADUATE ASSISTANT FOR THE CENTER FOR NURSING RESEARCH

The Graduate Assistant with the Center for Nursing Research assists in research-related activities. The position requires a Graduate Assistant with a general and current background in nursing practice, good writing skills, an interest in research, computer skills, and excellent literature search skills. The graduate assistant will assist the Director of the Center for Nursing Research in organization of information about research opportunities, planning and scheduling research seminars for faculty, literature searches in response to faculty requests, and preparation of grant proposals. Additionally, the

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Graduate Assistant will:

- Support faculty in preparatory work to generate fundable grant proposals for external funding
- Assist faculty in generation of written grant proposals and reports
- Assist faculty in conducting literature searches and literature retrieval
- Provide support and assistance to faculty in data entry, management and analysis]
- Provide support and assistance to faculty in management of research-related files and documents
- Identify and retrieve information about possible funding sources
- Draft initial IRB applications and revise and submit IRB applications on behalf of faculty
- Meet with Director of Center for Nursing Research and individual faculty members to identify tasks and activities related to preparation of grant proposals, abstracts, and manuscripts
- Assist faculty in data collection in selected circumstances

### PRIVILEGES OF GRADUATE ASSISTANTS

1. Full tuition benefits for 9-12 graduate credits/semester.
2. A semester stipend.
3. Faculty privileges in Falvey Library.
4. Lunch in the faculty dining room at minimal cost.
5. Free attendance at selected Continuing Education programs as space permits.
6. Attendance at all faculty-sponsored programs, research forums, etc.

### RESPONSIBILITIES OF GRADUATE ASSISTANTS

1. Commit a total 20 hours per week. The weekly schedule is arranged with the Program Director.
2. Engage in no or limited outside employment during the period of the Assistantship, exclusive of school vacations
3. Maintain a G.P.A. or 3.0 or better throughout the Assistantship.
4. Enroll as a full-time student throughout the Assistantship.

### GENERAL CRITERIA FOR APPOINTMENT

1. Completion of at least 9 graduate credits with an earned G.P.A. of 3.50 or better.  
-- OR --  
Clear admission to the Graduate Nursing Program (i.e., no contingency or non-matriculated admission).
2. Preference will be given to candidates who can accept an Assistantship for the entire academic year, not just one semester.

### APPOINTMENT PROCESS

1. Submit a resume to the Director of the Graduate Nursing Program by the stated deadline
2. Submit a letter of interest indicating how you meet the criteria for the position.
3. Participate in an interview with the appropriate "supervisor" for the position
4. Recommendations for appointments to the Graduate Assistant position are forwarded to the Dean of The College of Nursing.