

Graduate Assistantship Submission Instructions

1. You should download and fill out the appropriate form then save it to your computer. All submissions are electronic.
 - a. Using the browser of your choice, download the form to your local computer. Then open the application form and fill in the required information. You can use the Adobe Reader or Acrobat application – any PDF reader should work.
 - b. Choose the “Save As” function from your program’s file menu bar.
 - c. Save the file to your computer.
2. If you have supplemental information (e.g., previous teaching experience or other position relevant skills), submit in Word (.doc or .docx) or PDF format.
3. Once you have the information ready, send an email to the Administrative Assistant, Paige Smith: paigesmith2@suu.edu.
 - a. In the subject line, indicate that this is an application for Graduate Assistantship.
 - b. Be sure to include the application and any supplemental information as attachments.
4. If you have trouble sending your application, please call the Communication Department office at 435-586-7861, for assistance.