

**APPLYING FOR A GRADUATE ASSISTANTSHIP IN RELIGIOUS STUDIES**  
**Missouri State University**  
2024-2025

Thank you for your interest in a Graduate Assistantship in Religious Studies. We receive many excellent applications from potential candidates. To apply for an assistantship, please complete the following by the indicated deadlines.

**By January 15, 2024: Apply for admission to MSU's Graduate College and the Religious Studies M.A. program.** See <http://www.missouristate.edu/relst/graduate/MAFactsApplication.htm> for the application process and required materials. You must be admitted to the M.A. program by the Graduate Assistantship application deadline (February 14, 2024). Admission and GA applications may be considered after February 14, provided that the available assistantships have not already been awarded.

**By February 14, 2024: Submit the following graduate assistantship application materials,** preferably emailed as attachments to [MarkGiven@missouristate.edu](mailto:MarkGiven@missouristate.edu). Or you may print and mail to:

Dr. Mark D. Given  
Graduate Program Director  
Department of Languages, Cultures, and Religions  
Missouri State University  
Springfield, MO 65897

1. Application Form and Personal Statement. The Application for Graduate Assistantship form is available on the Graduate College website: [Graduate Assistantship Application](#). The second page has a space for additional information. Instead of filling it in, along with your completed application please submit a separate one- to two-page personal statement describing how your previous academic studies and experiences have prepared you for a GA position and what you hope to do in the future after completing your M.A.
2. Two Recommendation Letters. Choose these carefully. We put the greatest value on letters from your professors. If you are already employed as an instructor, letters from colleagues are also acceptable. Have your recommenders email their letters to Dr. Given, or they may mail their letters directly to the address above.
3. Writing Sample. Virtually all of our graduate assistants are involved in grading the written assignments of undergraduates. Therefore, we require you to include a 10- to 20-page writing sample. A research paper is most appropriate.
4. Personal Interview. If you are not known to any of our faculty we encourage you to come for an interview with Dr. Given or Department Head Dr. Stephen Berkwitz. This is not required, but it is helpful, if possible. Email Dr. Given to arrange for the interview.

If you are selected for a Graduate Assistantship, as an employee of Missouri State University and the Department of Religious Studies you are expected to be accountable and responsible and to represent us as professionally and positively as you possibly can. This means treating students as you would want to be treated. Acting professionally also means you will have the highest ethical standards in all your work and act responsibly for the greater good of the community. This includes developing good relations with each person in this Department as well as others you may have contacts with outside this Department.

Please email Dr. Given if you have any questions about our Graduate Assistantships or the application process.