**Application for Academic Assistant Positions**

**Department of Economics - University of North Texas**

Academic Assistants (AAs) are top students who have completed at least 12 hours of coursework in Economics. AAs primarily work in the Economics Help Center, working with students taking Principles of Macroeconomics or Principles of Microeconomics. Some AAs are assigned to be a grader for an instructor or to help students taking upper division classes. Preference for these positions will be given (1) to Juniors and Seniors with a GPA of 3.2 or above; and (2) to applicants who have completed at least 2 ECON courses (6 credit hours) at UNT.

*Steps in Application Process:*

1. Complete Career Center application for “Economic Help Center Academic Assistant” (Job ID 4740041) online at: <https://unt.joinhandshake.com>
2. Complete this application and submit it to the Department of Economics.
3. Upon completion of steps 1 and 2, Applicant will take an exam over Principles of Microeconomics and Principles of Macroeconomics. The exam will be scheduled at a time mutually agreed upon by Applicant and department representative.
4. Successful Applicants will be asked to schedule an in-person interview.
5. If we wish to offer an AA position, Applicant must submit a criminal history background check form to the UNT Career Center for processing. Department will provide this form. An offer of employment can be made only after the Career Center notifies us that this has been completed. (Per UNT policy 05.025.)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ UNT ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Street or Campus Dorm and Box # City State Zip

E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: (\_\_\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Is this your cell phone number? \_\_\_\_\_\_\_\_\_

Major(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, circle one: BA BBA BS MS

Minor(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Expected Graduation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Month Year

**Economics courses taken at UNT (please use back of application for additional classes):**

*Previous Semesters (include grade received):*

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course name grade professor course name grade professor

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*Current Semester:*

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course name professor course name professor

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course name professor course name professor

**Economics courses taken at another university or AP credit:**

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course name grade professor course name grade professor

Previous employment experience (list name of employer, contact information, and dates of employment only if you wish to use this employer as a reference):

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Will you be available for training and Help Center shifts Monday – Friday, working around your class schedule? Please indicate if you have any constraints, such as other employment.

Previous teaching/tutoring experience:

Academic Honors/Awards/Scholarships:

Career Goals/Future plans (employment after graduation, advanced degree, etc.):

Please ask permission of *two* economics professors to act as a reference for you and list their names below:

**IMPORTANT – PLEASE READ:**

Review and complete application steps 1-3 listed on page 1. We will contact you to schedule an interview (step 4).

The position pays $16 per hour for undergraduates and most are scheduled for between 10 to 20 hours per week.

Questions? You can e-mail Adriana Martinez at [Adriana.Martinez2@unt.edu](mailto:Adriana.Martinez2@unt.edu)