

**Hourly Student Employment Request for New Hospitality Management and International Sustainable Tourism MS Students.**

**Overview:**

**The Hospitality and Tourism Management department employs a limited number of graduate students in hourly paid positions to assist HTM faculty in their course preparation, management and grading.**

**As a new incoming graduate student, you may choose to submit this request to be considered for an hourly position in the HTM department. Hours assigned may range up to 20 hours per week as determined by the department chair.**

**There is not a deadline for this request and positions are filled as needed until the beginning of each semester.**

**\_\_\_\_\_ I would like to be considered for an hourly student assistant position:**

**PERSONAL INFORMATION:**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EUID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**My MS degree program is:**

**\_\_\_ MS Hospitality Management**

**\_\_\_ MS International Sustainable Tourism**

**Admission Status:**

**\_\_\_\_ I have been accepted into my MS program.   
\_\_\_\_ I have applied and my application is in the review process.**

**New MS Students:**

**Semester you will start MS program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Tuition residency status without waiver:**

**\_\_\_\_\_ Resident tuition (instate) or**

**\_\_\_\_\_ Non-resident tuition (out-of-state)**

**Were you required to submit proof of English Proficiency when applying to UNT? \_\_\_\_ Yes \_\_\_ No**

**If yes, what exam and score \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or IELI completion date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**REQUIRED SUPPORTING DOCUMENTS:**

1. Transcripts will be provided by the Graduate Coordinator.
2. For currently enrolled students: A copy of filed degree plan or updated degree plan.
3. A copy of the official admission letter with any conditions listed.
4. A statement on your desire to be a student assistant along with any prior experience related to teaching or course management.
5. A *current* resume.

Submit Request and Documents to:

Ken Marie Richards, Assistant to the HTM Chair

E-mail: [Ken.Richards@unt.edu](mailto:Ken.Richards@unt.edu)

Phone: 940-565-3370