Position Title: Graduate Assistant for Undergraduate Studies: Learning and Outreach Assistant

Reports to: Deedee Heistad  
Executive Director, Undergraduate Studies  
268 Rod Library  
319-273-2633  
D.Heistad@uni.edu

Terms of Employment:
- For the fall semester: 20 (or 10 if half award) hours per week, beginning August 17, 2020, and ending December 4, 2020.
- For the spring semester: 20 (or 10 if half award) hours per week, beginning January 11, 2021, and ending May 7, 2021. Does not include the week of Spring Break.

Compensation:
- Full-time assistantship salary for 2020-21 is $5,395 per semester.
- Half-time assistantship salary for 2020-21 is $2,697.50 per semester.
- Salary is prorated on a weekly basis for late start.
- Graduate Assistants receive University holidays and do not work during Thanksgiving Break, Spring Break, or the interims between semesters.
- For more information on the Graduate Assistantship System and procedures:  
  http://www.grad.uni.edu/assistantships/

Position Description:
- Assists and supports the Office of Undergraduate Studies. In particular, this GA will coordinate Undergraduate Studies outreach. Additional duties may include assisting with peer educator training, program development, administration, outreach to at-risk students, class presentations, data collection, report writing, research, and other duties as assigned.

Qualifications:
- Must be a full-time, degree-seeking student in a UNI graduate program.
- Must be enrolled in 9 graduate credits each semester of assistantship.
- Maintain a UNI cumulative GPA of at least 3.00. A newly admitted graduate student must have at least a 3.0 GPA for undergraduate or previous graduate work of at least 8 graded credit hours.
- Demonstrated excellent written and oral communication skills
- Strong interpersonal skills
- Ability to work independently
- Strong computer skills: Word, Excel, PowerPoint, Publisher, Facebook, video streaming
- Demonstrated ability to learn and apply new technology
- Demonstrated problem solving abilities

**Application Process and Deadline:** To apply email the completed Application Form for Graduate Assistantship (available at [http://www.grad.uni.edu/assistantships](http://www.grad.uni.edu/assistantships)), a resume, and a letter of application addressing your interest and skill set as they relate to this position to alicia.janssen@uni.edu. Please note that if you intend to be considered for multiple GA in Undergraduate Studies, you must complete a separate application for each position.

Incomplete application packages and/or applications with spelling, grammar, or punctuation errors will not be considered.

Applications will be accepted until the position is filled.