Graduate Assistantships in Undergraduate Studies
The Learning Center @ Rod Library Program Assistant

**Position Title:** Graduate Assistant for Undergraduate Studies: The Learning Center @ Rod Library Assistant

**Reports to:** Dr. John Ophus
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**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/](http://www.grad.uni.edu/assistantships/)

**Position Description:**
- Assists and supports the Office of Undergraduate Studies. In particular, this GA will assist with the day-to-day operations of The Learning Center @ Rod Library including peer educator supervision and mentoring, TLC program promotion and outreach to at-risk students, class presentations, data collection, staff training, TLC website maintenance, 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), 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.