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. Latricia Hylton
Undergraduate Studies
262 Rod Library
319-273-2633
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Terms of Employment:
● For the fall semester: 20 (or 10 if half award) hours per week, beginning August 26, 2019, and ending December 20, 2019. Does not include the week of Thanksgiving Break.
● For the spring semester: 20 (or 10 if half award) hours per week, beginning January 13, 2020, and ending May 8, 2020. Does not include the week of Spring Break.

Compensation:
● Full-time assistantship salary for 2019-20 is $5,284
● Half-time assistantship salary for 2019-20 is $2,642
● 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 all aspects of Undergraduate Studies, with a special emphasis in working directly to support The Learning Center @ Rod Library and will assist with teaching, supervising and training of staff. Additional duties may include data collection, report writing, research for Undergraduate Studies projects, attending and participating in various Undergraduate Studies committees, assisting with POSTSEC 1055, and website maintenance.

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 Latricia.Hylton@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 received by June 18th, 2019 will be given preferential consideration. Applications will be accepted until the position is filled.