University of Northern Iowa

Department of Educational Psychology, Foundations, and Leadership Studies

**Position Title(s):**

Graduate Assistant for the Department of Educational Psychology, Foundations, and Leadership Studies

**Reports to:**

Dr. Tim Gilson

Educational Psychology, Foundations, and Leadership Studies

601 Schindler Education Center

Cedar Falls, IA 50614-0607

319-273-2605

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**Terms of Employment:**

* For the fall semester: 20 hours per week, beginning August 26, 2024 and ending December 20, 2024. Does not include the week of Thanksgiving Break.
* For the spring semester: 20 hours per week, beginning January 20, 2025 and ending May 16, 2025. Does not include the week of Spring Break.

**Compensation:**

* Full-time graduate assistantship salary is $5,558 per semester for the 2023-24 academic year. 2024–2025 salaries will be confirmed in early February 2024.
* Salary will be prorated on a weekly basis for a late start.
* Graduate Assistants may qualify for in-state tuition and fees.
* Graduate Assistants receive University holidays and do not work during Thanksgiving Break, Spring Break, or the interims between semesters.
* Graduate College Tuition scholarships are applied for and awarded separately.
* For more information on the Graduate Assistantship System and procedures: <http://www.grad.uni.edu/assistantships/>

**Background Information:**

The Department of Educational Psychology, Foundations, and Leadership Studies (EPFLS) is part of the UNI College of Education. The department offers graduate programs in Postsecondary Education: Student Affairs, Principalship, Superintendency, as well as a Doctor of Education degree.

**Position Description:**

* Managing updates and revisions to the EPFLS website
* Collaborate with faculty in research projects
* Developing and updating promotional materials (handouts, display boards, etc.) for the Educational Leadership program
* Attend monthly Educational Leadership faculty meetings and take meeting minutes
* Developing and updating bulletin boards throughout the Schindler Education Center
* Providing support for daily operations of the department
* Other duties as assigned

**Qualifications:**

* Must be a full-time, degree-seeking student in the Postsecondary Education/Student Affairs graduate program at UNI
* Must be enrolled in minimum of 9 graduate credits each semester of assistantship.
* Maintain a Plan and cumulative GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.
* Bachelor’s degree required
* Excellent oral and written communication skills, and interpersonal skills required
* Ability to work independently as necessary
* Proficiency with Microsoft Office applications necessary
* Experience with website development and design software desirable, but not required

**Application Process and Deadline:**

* To apply, complete the Application Form for Graduate Assistantship (available at <http://www.grad.uni.edu/assistantships>).
* Applications received through the Interview Day Registration Form will be given preferential consideration.

*\*Admitted students to the Postsecondary Education: Student Affairs program will receive information about applying for this position in their acceptance letters.*

***\*\*Please note that the availability of this position is dependent upon vacancy and funding***