University of Northern Iowa

Educational Psychology, Foundations, and Leadership Studies Department - Institute for Educational Leadership

**Position Title(s):**

Graduate Assistant for the EPFLS Department - Institute for Educational Leadership

**Reports to:**

Dr. Mary Sult

Institute of Educational Leadership Director

Educational Leadership and Postsecondary Education

601C Schindler Education Center

Cedar Falls, IA 50614-0604

319-273-2540

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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:**

* Collaborate with faculty to support the work of the Institute for Educational Leadership
* Developing and updating teaching materials for the Institute for Educational Leadership
* Track participation in grant programming, including registration and record keeping
* Providing support for daily operations of the Institute for Educational Leadership
* Provide organization and some initial analysis of survey data from grant programming
* 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 9 qualifying graduate credits hours each semester of assistantship.
* Maintain a UNI cumulative graduate 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.
* Bachelor’s degree required
* Excellent oral and written communication skills, and interpersonal skills required
* Ability to work independently as necessary
* Proficiency with office applications and spreadsheets necessary

**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***