Position Title: Student Involvement Center Graduate Assistant – Campus Activities

Reports to: Program Coordinator of Campus Activities, Student Involvement Center
Contact: Ashley Minshall, (319) 273 6849, ashley.minshall@uni.edu

Terms of Employment:
- For the fall semester: 20 hours per week, beginning August 22, 2016 and ending December 16, 2016. Does not include the week of Thanksgiving Break.
- For the spring semester: 20 hours per week, beginning January 9, 2017 and ending May 5, 2017. Does not include the week of Spring Break.
- Regular evening and weekend hours will be required.

Compensation:
- Full assistantship stipend is $5,000 per semester.
- 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.
- Professional development opportunities are supported, but the degree of support is determined by availability of funds.
- For more information on the Graduate Assistantship System and procedures: http://www.grad.uni.edu/assistantships/

Position Description:

1) Advisement of Campus Activities Board Executive Team- Assist in the advisement of the programming board. Must be available to attend Fall and Spring Executive Board retreats

2) Attend and lead CAB members at the National Association of Campus Activities conference Spring Semester

3) Student Involvement Center Outreach and Event Support: Facilitate outreach presentations, plan and execute student organization fair, and attend university open houses as needed. Will also provide event support to any major Student Involvement Center event.
4) Student Involvement Center Social Media and Website Management: Serve as primary facilitator/manager of all social media outlets including but not limited to Facebook, Twitter, Instagram and HootSuite, and the Student Involvement Center website.

5) Participate as a member of the Maucker Union professional staff

6) Student Organization Leadership Development - Develop and facilitate leadership enhancement opportunities for student organization members and leaders through methods such as, but not limited to: workshops, conferences, print and social media.

7) Position will also be tailored to the specific strengths and experiences of the graduate assistant

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 Plan GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.
• B.A. degree in education, social sciences, administration, or a related field preferred
• At least one year of activities/leadership programming experience at the undergraduate student leader level required. Exceptional interpersonal and organizational skills are also required.

Application Process and Deadline:

Candidates in the Postsecondary Education: Student Affairs program:

As part of the admissions process to the Postsecondary Education: Student Affairs program, you are required to submit the following documentation in addition to your personal statement: Resume, cover letter, and the Application for Graduate Assistantship to Dr. Michael Waggoner (Mike.Waggoner@uni.edu).

Candidates outside of the Postsecondary Education: Student Affairs program:

To apply, e-mail the completed Application Form for Graduate Assistantship (available at http://www.grad.uni.edu/assistantships), resume, and cover letter to Ashley Minshall (ashley.minshall@uni.edu).

Applications received by March 2, 2015 will be given preferential consideration.