Position Title: Graduate Assistant for Communications & Training / Development

Reports to:
David Marchesani
Office of Academic Advising
102 Gilchrist Hall, University of Northern Iowa
Cedar Falls, Iowa 50614-0389
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Terms of Employment:
- For the fall semester: 20 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 hours per week, beginning January 13, 2020 and ending May 8, 2020. Does not include the week of Spring Break.
- Evening work may be required with this graduate assistantship position.

Compensation:
- Full assistantship salary for 2019-20 will be announced in mid-January 2019.
- Salary is prorated on a weekly basis for 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.
- For more information on the Graduate Assistantship System and procedures: http://www.grad.uni.edu/assistantships/

Position Description:
- Maintain the campus-wide academic advisor communication plan developing and facilitating communications and resources for academic advisors and undergraduate students related to academic advising, student transition and success, and semester registration with particular focus on first-year students.
• Planning and writing for and publishing the bi-monthly *The Advising Express e-newsletter* for campus-wide faculty/staff academic advisors

• Maintain and enhance the web-based tools and resources of the Academic Advisor Development eLearning site and the Academic Advisor Portal web page (new in 2017-18).

• Assist in coordinating and implementing the training and development programs of the New and Second-Year Academic Advisor In-Service, the Spring Faculty/Staff Development: Academic Advising Workshops, and the monthly Snack and Learn sessions for faculty and staff related to academic advising.

• Create and distribute **multimedia information and resources** related to topics in academic advising as well as first-year and deciding students.

• Develop **academic / major and career decision-making information and resources** for students and faculty/staff.

• Collaborate in the event planning for the Office of Academic Advising / Gilchrist Hall Open House (fall semester), Advising Week (fall semester), and Love My Major Month (spring semester).

• Coordinate the events of the Office of Academic Advising / Gilchrist Hall Open House (fall semester) and Advising Week (fall semester).

• Attend and participate in designated **advisor development and planning meetings / activities**.

**Office of Academic Advising Overview:**

• The Office of Academic Advising is part of the Academic Affairs Division providing services to assist students in achieving personal, academic, and career goals at UNI.

• The Office focuses on student populations in transition - first year students, students who are declared as exploratory / deciding, students changing majors or seeking alternate majors, and students reassessing their current academic situation (e.g. students re-admitted after suspension and students on academic warning or probation).

• Our mission is to help students clarify life / educational goals, utilize both on- and off-campus resources, select appropriate coursework and other educational opportunities, and assist in resolving academic difficulties.

• In addition, the Office of Academic Advising coordinates undergraduate academic advising for all new student orientations and campus-wide advising events, as well as promoting and developing academic advising resources for both students and faculty / staff academic advisors participating in the Intake Model.

• More information about the services, programs/events, and resources provided by the office of Academic Advising for both students and university faculty and staff can be found at [https://advising.uni.edu/](https://advising.uni.edu/)
Qualifications:

- Must be a full-time, degree-seeking student in a UNI graduate program.
  - Postsecondary Education / Student Affairs, Communication, English, and Curriculum and Instruction graduate programs are preferred.
- Must be enrolled in 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.
- Candidate should possess excellent written communication skills, strong interpersonal and organization skills, and a demonstrated ability for attention to detail, to be self-motivated and creative, and to conduct oneself in a professional manner.
- Prior experience in publication and/or web-development, as well as the design and implementation of programming is preferred.

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 David Marchesani (Office of Academic Advising / 102 Gilchrist Hall / david.marchesani@uni.edu). Applications must be received by Friday, February 22, 2019 by 4:30 p.m.

This position is POSSIBLY OPEN for the 2019-20 academic year.