Office: Office of Admissions

Position Title: Graduate Assistant/Admissions—Campus Visits and Transfer

Reports to:
Jenny Connolly
Assistant Director/Outreach
UNI Office of Admissions
002 Gilchrist
Cedar Falls, IA 50614-0018
(319)273-2281
Jenny.connolly@uni.edu

Terms of Employment:

- For the Fall semester: 20 hours per week, beginning Monday, August 21, 2017 through December 15, 2017. Does not include the week of Thanksgiving Break.
- For the Spring semester: 20 hours per week, beginning, Monday, January 8, 2018 through Friday, May 4, 2018. Does not include the week of Spring Break.

Compensation:

- Graduate Stipend: $5,044 per semester (updated when new numbers are released)
- 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/](http://www.grad.uni.edu/assistantships/)

Background Information:
The Office of Admissions enthusiastically promotes UNI to prospective students and their influencers throughout the college selection experience. Admissions staff members embrace the strategic goals of the University by working diligently to counsel, encourage, support and enroll qualified and diverse students. We value teamwork, acknowledge our interconnectedness with other campus units, and affirm our unique role as the office of first contact for those who aspire to become members of this university community.

Position Description:
Assists with all aspects of new student recruitment to the University of Northern Iowa including:

- Participating in Panther Open House Visit Days (large group visit days)
- Small group visits
- Individual visits
- Processing of Applications
- Acting on applications
Learning the transfer process
Recruitment visits to community colleges
Recruitment visits to high schools
Attending college fairs
Assisting with recruitment publication development
Assisting with e-communication initiatives

**Qualifications:**

- Candidate must be a full-time degree-seeking student in the Postsecondary Education/Student Affairs graduate program (or other related programs). Candidate should have an interest in Admissions as a profession. Excellent oral and written communication skills and interpersonal skills are required, as well as the ability to work independently are necessary.
- Must be enrolled in 9 graduate credits each semester of assistantship.
- Maintain a GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.

**Application Process and Deadline:**

*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](http://www.grad.uni.edu/assistantships)), resume, and cover letter to Jenny Connolly (jenny.connolly@uni.edu).

Applications received through the Interview Day 2017 will be given preferential consideration.

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