**Graduate Assistant/Admissions - Campus Visits**

**Position Title:** Graduate Assistant/Admissions—Campus Visits

**Reports to:**
Shelly Christensen  
Events Coordinator  
UNI Office of Admissions- Admissions Welcome Center  
Cedar Falls, IA 50614-0018  
(319)273-2281  
shelly.christensen@uni.edu

**Terms of Employment:**
- For the Fall semester: 20 hours per week, beginning Monday, August 8, 2022 through Friday, December 2, 2022. Does not include the week of Thanksgiving Break.
- For the Spring semester: 20 hours per week, beginning Monday, January 9, 2023 through Friday, April 28, 2023. Does not include the week of spring break.

**Compensation:**
- Full-time graduate assistantship salary for the 2021-2022 school year was $5,395 per semester. This will be updated in early February for 2022-2023.
- 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:
- Planning and participating in Panther Visit Days (large group visit days)
- Coordinating group visits for schools or other groups
  - Act as the liaison between high school counselors/group chaperones and campus partners for group visit coordination
• Processing detailed itinerary for visiting groups
• Assisting with individual daily visits
• Communicating with campus faculty and staff for visit coordination
• Working with student workers on various tasks and projects
• Utilize the customer relationship management Salesforce software to effectively and efficiently communicate with prospective students
• Opportunity to work with Student Admissions Ambassadors (SAA) including advising, attending meetings, planning, and decision-making
• Planning and providing student visitor engagement

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 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.

Application Process and Deadline:
As part of the admissions process to the Postsecondary Education: Student Affairs program, your materials may be used for this selection process.

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 Shelly Christensen (shelly.christensen@uni.edu).
Applications received through the Interview Day 2022 will be given preferential consideration.

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