Graduate Assistant, Annual Giving Programs

Introduction: The University of Northern Iowa Foundation is looking for a Graduate Assistant to help lead the Panther Engagement Center. The Panther Engagement Center is responsible for communicating with alumni, friends and supporters of UNI by fostering positive relationships, providing institutional updates, stewarding fundraising efforts and updating contact information through phone calls, text messages, emails and videos. The Panther Engagement is vital to the success of the overall fundraising goals of the University and maintaining positive relationships with alumni, friends and supporters.

Position Title: Graduate Assistant, Annual Giving Programs
Reports to: Derick Stoulil, Assistant Director, Annual Giving Programs (derick.stoulil@uni.edu)

Semesters of employment available: Fall 2022 and Spring 2023

General Terms of Employment:
- For the fall semester: 20 hours per week, beginning August 22, 2022 and ending December 16, 2022.
- For the spring semester: 20 hours per week, beginning January 9, 2023 and ending May 5, 2023.
- Job will require work in the evenings between 4-9:30 pm and Sunday afternoon/evening.

Compensation:
- Full Graduate Assistantship stipend for 2022-23 is $5,395.00* per semester and may be prorated depending on start date. *Rate listed is 2021-22 as 2022-23 stipend will be determined in February 2022.
- Graduate Assistants may qualify for in-state tuition and fees.
- Graduate Assistants may receive University holidays and do not work during the interims between semesters.
- For more information on the Graduate Assistantship System and procedures visit https://grad.uni.edu/faq-graduate-assistantship.
Position Duties:
- Assist with the recruitment, training, and management of a student outreach team focused on raising funds for the University through phone, email, text, video and other channels.
- Work with the Assistant Director, Annual Giving Programs to create strategic plans for the outreach team, using analysis of results and trends to allocate resources.
- Coach and mentor student workers as they learn to properly communicate through multiple channels.
- Create and execute segmentation plans, calling scripts and talking points for fundraising campaigns.

General Qualifications:
- Must be a full-time, degree-seeking student in a UNI graduate program.
- Maintain a cumulative GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.
- Have an official transcript on file in the Office of Admissions.
- Be regularly admitted without provisions to degree status in a graduate degree program.
- Must meet UNI’s employment eligibility.

Preferred Qualifications:
- Must be a full-time, degree-seeking student a UNI graduate program.
- B.A/B.S degree in communications, marketing, non-profit management or related field.
- Excellent written and verbal communication skills
- Previous experience in leadership, training and coaching employees or volunteers
- Previous experience in fundraising or non-profit work including a call center setting
- Interest in non-profit development and fundraising career

Application Process and Deadline
To apply, submit the Graduate Assistantship application form and attach: a resume, 3 references (name, position, and contact information), a cover letter, and class schedule. Direct your application to Derick Stoulil (derick.stoulil@uni.edu).

Applications received by **February 18, 2021** will be given full consideration.

UNI actively seeks to enhance diversity and is an Equal Opportunity/Affirmative Action employer. The University encourages applications from persons of color, women, individuals living with
disabilities, and protected veterans. All qualified applicants will receive consideration for employment without regard to age, color, creed, disability, gender identity, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other basis protected by federal and/or state law.