Position Title: Student Employment Coordinator – Graduate Assistantship

Reports to: Sarah Goblirsch
Student Employment Director
University of Northern Iowa
102 Gilchrist Hall
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careerservices.uni.edu

Terms of Employment

- Fall 2018: 20 hours per week, beginning August 20, 2018 and ending December 14, 2018.
- Spring 2019: 20 hours per week, beginning January 14, 2019 and ending May 10, 2019.
- Graduate Assistants receive University holidays and do not work during Thanksgiving Break, Spring Break, or the interims between semesters.

Compensation

- Full assistantship salary is $5,176 per semester. Salary is prorated on a weekly basis for late start.
- Graduate Assistants may qualify for in-state tuition and fees.
- For more information on Graduate Assistantship System and procedures: www.grad.uni.edu/assistantships.

Mission Statement
We help students succeed.

Overview of Career Services
UNI Career Services helps students Prepare for Life by guiding them to be engaged citizens who manage their own careers, and fulfill their own meaning and purpose. We accomplish this by providing access to over 4000 employers (70,000 alumni) and nearly 10,000 unique jobs and opportunities annually. Our goal is to lead every student to gain pre-professional experience prior to graduation, through either field experiences/student teaching or internships and part-time jobs. We host four large-scale recruitment events (fall and spring fairs for campus, an international teaching fair, and a traditional teaching fair).

As home of UNI Student Employment, Career Services manages the largest employment group at UNI. Our belief is that a campus job is more than a paycheck, it is a place to grow professionally and personally. We provide students access to over 4500 campus positions, helping them connect with opportunities related to future career.
**Position Description:** Student Employment Coordinator – Graduate Assistantship

- Support the employment and on-boarding process for the 4500 UNI student employees
- Process paperwork of new student hires at UNI including federally required documentation
- Monitor employment trends and provide support to employment organizations both on the UNI campus and local employers.
- Support the data collection and analysis for Student Learning Outcomes for campus jobs
- Respond to inquiries regarding policy and procedure by phone and email
- Advise students on locating and securing campus or part-time positions
- Support students who have filed a student employment grievance
- Present to both students and employers at workshops and training sessions
- In addition, provide support services to Career Services through:
  - Provide front office support including scheduling student employment
  - Collaborate with employers seeking to recruit at UNI
  - Advise students in the College of Humanities, Arts, and Sciences as well as the College of Social and Behavioral Sciences
  - Engage in all UNI Career Services recruiting events

**Qualifications**

- Must be full-time, degree-seeking student in the UNI graduate program (Student Affairs, Counseling, or related field is preferred).
- Must be enrolled in 9 graduate credits each semester of the assistantship
- Exhibit positive and motivated attitude
- Experience in a Career Services or Student Employment office strongly preferred
- Knowledge of the Equifax I-9 System is strongly preferred
- Experience using Symplicity or Handshake CRM products is preferred

**Application Process and Deadline:**

All candidates are strongly encouraged to review the Career Services website for information (careerservices.uni.edu) and to read an annual report under the Stats and Data section of the website. For students 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 application for Graduate Assistantship (http://www.grad.uni.edu/assistantships/) to Dr. Michael Waggoner (mike.waggoner@uni.edu).

Students in other programs: Email the Graduate Assistantship Application (http://www.grad.uni.edu/assistantships/), resume, cover letter and personal statement to Sarah Goblirsch (sarah.goblirsch@uni.edu).