Position Title: Graduate Assistant for the Center for Multicultural Education

Reports to: Director

University of Northern Iowa
109 Maucker Union
Cedar Falls, IA 50614-0165
Phone: (319) 273-2250
Website: www.uni.edu/cme

Terms of Employment:
• For the fall semester: 20 hours per week, beginning August 13, 2018 and ending December 10, 2018. Does not include the week of Thanksgiving Break.
• For the spring semester: 20 hours per week, beginning January 14, 2019 and ending May 6, 2019. Does not include the week of Spring Break.

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.
• Graduate Assistants receive University holidays and do not work during Thanksgiving Break, Spring Break, or the interims between semesters.
• Professional development opportunities are supported.
• For more information on the Graduate Assistantship System and procedures: http://www.grad.uni.edu/assistantships/

Position Description:
• Responsible for the planning, implementation, and assessment of large scale diversity related programming including: Student Success Week, Fall and Spring Speaker Series, December and May Multicultural Student Legacy Graduation, and other conferences and trainings.
• Supervise one Student Program Coordinator and make suggestions for customer service, student-worker development and evaluation, and overall office protocols.
• Assist the full time staff with other duties as assigned.
Qualifications:

- Must be a full-time, degree-seeking student in a UNI graduate program (e.g., Postsecondary Education: Student Affairs; Counseling, or other related field preferred).
- Must be enrolled in 9 graduate credits each semester of assistantship.
- Maintain a Plan GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.
- Strong interpersonal, organization, and analytical skills.
- Demonstrated ability to be self-motivated and to conduct oneself in a highly professional and ethical manner.
- A working knowledge of Microsoft Word, Excel, Power Point, Microsoft Publisher, and Adobe Acrobat Professional.
- Demonstrate evidence of excellent written and oral communication skills.
- Strong research skills

Application Process and Deadline: To apply, email the completed Application Form for Graduate Assistantship (available at http://www.grad.uni.edu/assistantships), resume, and personal statement to jamie.chidozie@uni.edu.