Position Title: Graduate Communications Assistant
Reports to: Director of Advancement Communications

Terms of Employment:
• For the fall semester: 20 hours per week, beginning August 21, 2017 and ending December 15, 2017. Does not include the week of Thanksgiving Break.
• For the spring semester: 20 hours per week, beginning January 8, 2018 and ending May 4, 2018. Does not include the week of Spring Break.

Compensation:
• Full assistantship salary for 2017-18 is $5,000 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.
• For more information on the Graduate Assistantship System and procedures: http://www.grad.uni.edu/assistantships/

Position Description:
• Help maintain the master communications calendar for the University Advancement Division.
• Collaborate with the Director of Annual Giving to help create direct mail solicitations.
• Create electronic communication strategies for Foundation and Alumni Relations websites, social media platforms and email communications.
• Regularly tracks website and social media traffic and adjusts content and structure accordingly.
• Conducts interviews with students, faculty, alumni and donors to create stories for publication in multiple communication channels.
• Assists in the production of campaign publications, annual report, brochures, fundraising newsletters and proposals.
• Supports the Director of Advancement Communications in special projects, communication initiatives and other duties as assigned.

Qualifications:
• Must be a full-time, degree-seeking student in a UNI graduate program.
• 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.
• B.A. degree in Public Relations, Communications or related field preferred.
• Excellent communication skills, verbal and written, including the ability to communicate well in various settings with a variety of stakeholders.
• Strong understanding of and familiarity with AP Style Guide and associated grammar, punctuation, style and copyediting rules.
• Experience in layout and presentation of attractive, accurate and effective materials.
• Proficient in Microsoft Office and Adobe Creative Suite.
• Fast mover and thinker with a high level of creativity.
• Self-starter who needs little direction or guidance.
• Ability to work as a team member and independently.
• Ability to learn new technology.

**Application Process and Deadline:** To apply email the completed Application Form for Graduate Assistantship (available at [http://www.grad.uni.edu/assistantships](http://www.grad.uni.edu/assistantships)), cover letter and three writing samples to sarah.parsons@uni.edu.

Applications received by March 31, 2017 will be given preferential consideration.