University of Northern Iowa
Department of Educational Leadership and Postsecondary Education

Office: Department of Educational Leadership and Postsecondary Education

Position Title: Ed.D. Graduate Assistant: Educational Leadership

Reports to:
Dr. Tim Gilson
Department Head
Educational Leadership and Postsecondary Education
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Terms of Employment:
● For the fall semester: 20 hours per week, beginning August 26, 2019 and ending December 20, 2019. Does not include the week of Thanksgiving Break.
● For the spring semester: 20 hours per week, beginning January 13, 2020 and ending May 8, 2020. Does not include the week of Spring Break.

Compensation:
● Graduate (Ed.D.) salary: $7,758 per semester in 2019-20
● Salary will be prorated on a weekly basis for a 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 supported.
● For more information on the Graduate Assistantship System and procedures: http://www.grad.uni.edu/assistantships/

Background Information:
The Department of Educational Leadership and Postsecondary Education (ELPE) is part of the UNI College of Education. The department offers graduate programs in Postsecondary Education: Student Affairs, Principalship, Superintendency, as well as a Doctor of Education degree.
Position Description:
Provides support to the Department of Educational Leadership and Postsecondary Education, including:

- Research assistance for professors in the department
- Attend department meetings
- Speak to classes
- Accompany professors for school visits
- Attend workshops and provide feedback on the topic to professors
- Provide feedback on course syllabus and curriculum
- Review articles for professors to select as readings for courses
- Interview principal candidates and current principals for professor research
- Assist in organizing Day in the Office and Ultimate School Board Meeting simulations
- Compile Annotated bibliographies for professors
- Other duties as assigned

Qualifications:
- Must be a full-time degree-seeking student in the Ed.D. Educational Leadership program
- Must be enrolled in 9 graduate credits each semester of assistantship
- Maintain a GPA of at least 3.00. First semester graduate students must have a graduate GPA of at least 3.00
- Proficiency with Word, Excel, and Publisher desirable

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)).

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