University of Northern Iowa
Department of Educational Leadership and Postsecondary Education

Office:  Department of Educational Leadership and Postsecondary Education

Position Title:  Graduate Assistant: Educational Leadership

Reports to:
Dr. Tim Gilson
Department Head
Educational Leadership and Postsecondary Education
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Terms of Employment:
● The graduate assistantship in the Department of Educational Leadership and Postsecondary Education is an academic year position.
● For the fall semester: 20 hours per week, beginning August 20, 2018 and ending December 14, 2018. Does not include the week of Thanksgiving Break.
● For the spring semester: 20 hours per week, beginning January 14, 2019 and ending May 10, 2019. Does not include the week of Spring Break.
● This is a one-year position with possibility for a one-year renewal.

Compensation:
● Full assistantship salary for 2018-19 is $5,176 per semester. Half assistantships may be awarded.
● 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.
● Graduate College Tuition scholarships are applied for and awarded separately
● 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:
- Managing updates and revisions to the ELPE website
- Collaborate with faculty on research projects
- Attend weekly Educational Leadership faculty meetings and take meeting minutes
- Developing and updating promotional materials (handouts, display boards, etc.) for the Educational Leadership programs
- Developing and updating bulletin boards throughout the Schindler Education Center
- Providing support for daily operations of the department
- Other duties as assigned

**Qualifications:**
Candidate must be a full-time degree-seeking student in the Postsecondary Education/Student Affairs graduate program. Excellent oral and written communication skills and interpersonal skills are required, as well as the ability to work independently are necessary. Proficiency with Word, Excel, and Publisher desirable. Experience with website development desirable, but not required.

**Application Process and Deadline:**
Admitted students to the Postsecondary Education: Student Affairs program will receive information about interviewing for this position in their acceptance letters.

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