Position Title(s):
Graduate Assistant for the Department of Educational Leadership and Postsecondary Education Editorial Assistant to the Editor, Religion & Education

Reports to:
Dr. David Schmid
Postsecondary Education Program Coordinator
Educational Leadership and Postsecondary Education
604 Schindler Education Center
Cedar Falls, IA 50614-0604
319-273-6519
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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:

- Full assistantship salary for 2019-2020 is $5,284 per semester.
- 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.
- 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/

Position Description:

- Serves as assistant to the Editor of the academic journal, Religion & Education (www.tandfonline.com/urel)
- Manages updates and revisions to the ELPE website
- Serves as a liaison to the Student Affairs pre-Professional Association (SAPA), a student organization
- Assists faculty in research projects
- Develops and updates promotional materials (handouts, display boards, etc.) for the Postsecondary Education: Student Affairs program
• Promotes the Postsecondary Education: Student Affairs program through on-campus events throughout the academic year (including Student Affairs Preview Day and Interview Day).
• Serves as a member of the PSE Interview Day Committee Providing support for daily operations of the department
• Other duties as assigned

Qualifications:
• Must be a full-time, degree-seeking student in the Postsecondary Education/Student Affairs graduate program at UNI
• Must be enrolled in 9 qualifying graduate credits hours each semester of assistantship.
• Maintain a UNI cumulative graduate GPA of at least 3.00. A newly admitted graduate student must have at least a 3.0 GPA for undergraduate or previous graduate work of at least 8 graded credit hours.
• Bachelor’s degree required
• Excellent oral and written communication skills, and interpersonal skills required
• Ability to work independently as necessary
• Proficiency with Microsoft Office applications necessary
• Experience with website development and design software desirable, but not required

Application Process and Deadline:
• To apply, email the completed Application Form for Graduate Assistantship (available at http://www.grad.uni.edu/assistantships).
• Applications received through the Interview Day Registration Form will be given preferential consideration.
• Application deadline: February 15th of each year

*Admitted students to the Postsecondary Education: Student Affairs program will receive information about applying for this position in their acceptance letters.

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