Position Title(s):
Graduate Assistant for the Department of Educational Leadership and Postsecondary Education

Reports to:
Dr. Tim Gilson
Department Head
Educational Leadership and Postsecondary Education
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Cedar Falls, IA 50614-0604
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Terms of Employment:
- 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.

Compensation:
- Full assistantship salary 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.
- 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/](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:
- Managing updates and revisions to the ELPE website
- Collaborate with faculty in research projects
- Developing and updating promotional materials (handouts, display boards, etc.) for the Educational Leadership program
• Attend monthly Educational Leadership faculty meetings and take meeting minutes
• Developing and updating bulletin boards throughout the Schindler Education Center
• 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 minimum of 9 graduate credits each semester of assistantship.
• Maintain a Plan and cumulative GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.
• 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.

*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