University of Northern Iowa
Department of Educational Leadership and Postsecondary Education

**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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**Terms of Employment:**
- For the fall semester 2019: 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. 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 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**