Position Title: Graduate Assistant for Exploring Living Learning Community

Please note that this position has two options:
Option 1: Exploring Living Learning Community Programming
Option 2: Exploring Living Learning Community Programming and Academic Advising

Reports to:
Angie Tudor
Office of Academic Advising
102 Gilchrist Hall, University of Northern Iowa
Cedar Falls, Iowa 50614-0389
(319) 273-3406
Email: angie.tudor@uni.edu

Terms of Employment:
- For the fall semester: 20 hours per week, beginning August 21, 2017 and ending December 15, 2017. Does not include the week of Thanksgiving Break.
- For the spring semester: 20 hours per week, beginning January 8, 2018 and ending May 4, 2018. Does not include the week of Spring Break.
- Evening work will be required with this graduate assistantship position.

Compensation:
- Full assistantship salary for 2016-17 is $5,000 per semester. Information for 2017-18 will be updated when released.
- Salary is prorated on a weekly basis for 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.
- For more information on the Graduate Assistantship System and procedures: http://www.grad.uni.edu/assistantships/
Option 1: Exploring Living Learning Community Programming Position Description:
- Graduate Assistant for Exploring Living Learning Community Position Description Option 1
  - Assist with program development, coordination, and implementation of activities / events to promote personal reflection and learning for students in the Exploring LLC related to:
    - Exploring career and academic majors.
    - Enhancing personal and academic skills for success.
    - Promoting meaningful experiences of involvement, service and programming.
  - Develop and support academic/major and career decision-making communication and resources for students in both print and electronic formats.
  - Maintain social media and related connections for the Exploring Living Learning community.
  - Attend and participate in designated Exploring LLC team and planning meetings/activities including regular meetings with the Residence Assistants of the Residence Hall.

Option 2: Exploring Living Learning Community Programming and Academic Advising Position Description:
- Graduate Assistant for Exploring Living Learning Community Position Description Option 2
  - Responsibilities included in Option 1 Exploring Living Learning Community Programming position above
  - Advise individuals in the Exploring LLC during the academic year and assist with semester registration.
  - Maintain regular and/or flexible hours for individual and group interactions with students in the Exploring LLC related to academic advising.

- Exploring Living Learning Community
  - The Exploring LLC was established on two floors in Bender Hall (100 total students / one floor for women and one floor for men) in the 2014-15 academic year. Starting in the 2015-16 academic year, the Exploring LLC was expanded to be the emphasis of all floors in Bender Hall.
  - This living learning community is organized around the goal of proving programming, resources and connections related to exploring academic and career opportunities as well as engagement / involvement on campus. Enrollment in a common course for students living in this community will be encouraged. [http://www.uni.edu/advising/exploring-living-learning-community](http://www.uni.edu/advising/exploring-living-learning-community)
  - Although intended for first-year new students from high school, a student of any classification at UNI can benefit from the goals and purpose of this community.
Office of Academic Advising Overview
- The Office of Academic Advising is part of the Academic Affairs Division and the Office of Undergraduate Studies providing services to assist students in achieving personal, academic, and career goals at UNI.
- The Office focuses on student populations in transition - first year students, students exploring major options or “deciding” students, students seeking alternate majors, and students reassessing their current academic situation (e.g. students re-admitted after suspension and students on academic warning or probation). Our mission is to help students clarify life / educational goals, utilize both on- and off-campus resources, select appropriate coursework and other educational opportunities, and assist in resolving academic difficulties.
- In addition, the Office of Academic Advising coordinates undergraduate academic advising for all new student orientations and campus-wide advising events, as well as promoting and developing academic advising resources for both students and faculty / staff academic advisors participating in the Intake Model.
- More information about the services, programs/events, and resources provided by the office of Academic Advising for both students and university faculty and staff can be found at http://www.uni.edu/advising

Qualifications (both options):
- Must be a full-time, degree-seeking student in a UNI graduate program.
  - Postsecondary Education / Student Affairs graduate program is preferred.
- Must be enrolled in 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.
- Candidate should possess excellent oral and written communication skills, strong interpersonal and organization skills, and a demonstrated ability to be self-motivated and to conduct oneself in a professional manner.
- Individual should have a strong interest in academic advising and working with first-year students as a future career direction.

Additional Qualification for Option 2 Programming and Academic Advising position:
- Must have prior undergraduate experience at the University of Northern Iowa as either an Office of Academic Advising Peer Academic Advisor in Residence (PAIR) or as a Summer Orientation Staff member. For a student who does not possess such experience, she/he can choose to meet this requirement through a Summer Orientation and New Student Registration practicum with the Office of Academic Advising prior to the start date of the graduate assistant experience.
  - Please note: The nature of this position requires prior experience in academic advising related opportunities at the University of Northern Iowa or equivalent
training to provide quality and accurate information as well as meet the expectations for academic advising by undergraduate students.

Application Process and Deadline:

Candidates in the Postsecondary Education: Student Affairs program:
As part of the admissions process to the Postsecondary Education: Student Affairs program, you are required to submit the following documentation in addition to your personal statement: resume, cover letter, and the Application for Graduate Assistantship to Dr. Michael Waggoner (Mike.Waggoner@uni.edu).

Candidates outside of the Postsecondary Education: Student Affairs program:
To apply, e-mail the completed Application Form for Graduate Assistantship (available at http://www.grad.uni.edu/assistantships), resume, and cover letter to David Marchesani (Office of Academic Advising / 102 Gilchrist Hall / david.marchesani@uni.edu)

Position will be open for the 2017-18 academic year but is dependent on funding availability.