University of Northern Iowa  
Office of Compliance and Equity Management

Position Title: Graduate Assistant for Title IX

Reports to: Leah Gutknecht, Assistant to the President for Compliance and Equity Management and Title IX Officer

Terms of Employment:
- For the fall semester: 20 hours per week, beginning August 21, 2017 and ending December 14, 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.

Compensation:
- Full assistantship salary in 2016-17 was $5044 per semester. 2017-18 salary rate is yet to be determined, but will not be lower.
- 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/](http://www.grad.uni.edu/assistantships/)

Position Description:
- Assists with tracking cases of discrimination, harassment, and sexual misconduct by monitoring electronic files and timelines, entering reports, ensuring accuracy and consistency, and running reports to monitor trends.
- Coordinates the administration of and the response to the sexual misconduct climate survey; works with respective departments to accomplish goals set forth (e.g. developing training programs, drafting policy, writing protocol, and collecting data).
- Participates in the administration of the strategic prevention plan including auditing current initiatives, assessing effectiveness of current strategies, and determining gaps and additional needs; designs and implements communication and outreach strategies.
- Maintains records of all activities, projects, and related data; performs other duties as assigned.

Required Qualifications:
- Must be a full-time, degree-seeking student in a UNI graduate program.
- 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.
- Must have ability to keep information confidential.
- Excellent written and oral communication skills including public speaking/presentations;
- Strong interpersonal and organization skills;
- Demonstrated ability to be self-motivated and conduct oneself in a highly professional manner;
- Demonstrated ability to learn and apply new technology.

Application Process and Deadline: To apply email the completed Application Form for Graduate Assistantship (available at [http://www.grad.uni.edu/assistantships/](http://www.grad.uni.edu/assistantships/)) to leah.gutknecht@uni.edu. Applications received by March 1, 2017 will be given preferential consideration. The availability of this position is dependent upon funding.