Graduate Assistant for Orientation and Transition

Office of the Vice President for Student Affairs
Student Success and Retention

Position Title: Graduate Assistant for Orientation Programs

Reports to:
Bailey Jimmison
Orientation Coordinator, Student Success and Retention
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Terms of Employment:
This position requires 20 hours per week for both fall and spring semesters.
- Fall semester: Beginning August 20, 2018 and ending December 14, 2018, excluding the week of Thanksgiving break.
- Spring semester: Beginning January 14, 2019 and ending May 10, 2019, excluding the week of Spring break.

Compensation:
- Full assistantship salary for 2018-2019 is $5,176 per semester.
- 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 fall break, spring break, or interims between semesters.
- Professional development opportunities are supported, but the degree of support is determined by the availability of funds.
- For more information on the graduate assistantship system and procedures, visit http://www.grad.uni.edu/assistantships

Background Information:
Student success and retention programs are housed within the Office of the Vice President for Student Affairs, and connected with orientation and first-year programs. Initiatives supported by this graduate assistantship will involve close collaboration with colleagues in the Division of Academic Affairs, recognizing the importance of both academic and co-curricular support in student development and success.

Position Description:
The graduate assistant will:
- Assist in facilitating staff, recruitment, selection, and training for Orientation, Jump Start, and UNI Now
- Select UNI Now program elements and serve on UNI Now steering committee
- Arrange UNI Now sponsorship program
- Coordinate select Family Weekend events and serve on the Family Weekend planning committee.
- Plan and implement transfer student welcome events
- Assess orientation and transition programs and report results to stakeholders in collaboration with orientation coordinator
- Complete other duties as assigned.

Qualifications:
- Candidate must be full-time, degree-seeking student in a UNI graduate program (postsecondary education/student affairs, counseling, or related field preferred)
- Must be enrolled in 9 graduate credit hours each semester of assistantship
- Must maintain a plan GPA of at least 3.00. First semester graduate assistants must have an undergraduate GPA of at least 3.00.

Additionally, the ideal candidate will have the following preferred qualifications:
- Excellent written and oral communication skills: strong interpersonal, public speaking, group facilitation, and organizational skills;
- Demonstrate ability to be self-motivated and to conduct oneself in a professional manner
- Experience and/or demonstrated interest in working with diverse populations.
- Desire to assist in the transition and welcome experience for first time students and their families
- Availability to participate in the execution of UNI Now 2018 from August 13 - August 18, 2018.

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 David “Schmiddy” Schmidt (david.schmid@uni.edu)

Candidates outside of the Postsecondary Education: Student Affairs Program:
To apply, email the completed Application Form to Graduate Assistantship (available at [http://www.grad.uni.edu/assistantships](http://www.grad.uni.edu/assistantships)), resume, and cover letter to Bailey Jimmison (bailey.jimmison@uni.edu)

Applications received by February 9, 2018 will be given full consideration.