Graduate Assistant for Orientation & Transition

Reports to: Bailey Aukes
Orientation Coordinator, Student Success and Retention
Office of the Vice President for Student Affairs
118 Gilchrist Hall Cedar Falls, IA 50614-0385
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(319) 273-2467

Terms of Employment: This position requires 20 hours per week for both fall and spring semesters. For the fall semester: 20 hours per week, beginning August 24, 2020 and ending December 18, 2020. Does not include the week of Thanksgiving Break. For the spring semester: 20 hours per week, beginning January 11, 2021 and ending May 7, 2021. Does not include the week of Spring Break.

Compensation:

- Full-time assistantship salary for 2020-21 is $5,395 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 is 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
- A newly admitted graduate student must have at least a 3.0 grade point average for undergraduate or previous graduate work of at least 8 graded credit hours
  - The student must maintain a minimum UNI cumulative GPA of 3.0 in order to be eligible for continued or further appointment

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 2020 from August 19 – August 23, 2020

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” Schmid (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), resume, and cover letter to Bailey Aukes (baukes@uni.edu).

Applications received by February 14, 2020 will be given full consideration.