University of Northern Iowa

Educational Psychology, Foundations, and Leadership Studies Department:

Postsecondary Education: Student Affairs Program

**Position Title(s):**

Graduate Assistant for the EPFLS Department - Postsecondary Education: Student Affairs

**Reports to:**

Dr. David Schmid

Postsecondary Education Program Coordinator

Educational Psychology, Foundations, and Leadership Studies

525F Schindler Education Center

Cedar Falls, IA 50614-0607

319-273-6519

david.schmid@uni.edu

**Terms of Employment:**

* For the fall semester: 20 hours per week, beginning August 26, 2024 and ending December 20, 2024. Does not include the week of Thanksgiving Break.
* For the spring semester: 20 hours per week, beginning January 20, 2025 and ending May 16, 2025. Does not include the week of Spring Break.

**Compensation:**

* Full-time graduate assistantship salary is $5,558 per semester for the 2023-24 academic year. 2024–2025 salaries will be confirmed in early February 2024.
* 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/>

**Position Description:**

* Manages updates and revisions to the EPFLS website
* Serves as a liaison to the Student Affairs pre-Professional Association (SAPA), a student organization
* Assists faculty in research projects
* Develops and updates promotional materials (handouts, display boards, etc.) for the Postsecondary Education: Student Affairs program
* Promotes the Postsecondary Education: Student Affairs program through on-campus events throughout the academic year (including Student Affairs Preview Days and Interview Day).
* Serves as a member of the PSE Interview Day Committee 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, complete the 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.

*\*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***