

University of Northern Iowa
Department of Educational Psychology, Foundations, and Leadership
Studies

Position Title(s):

Graduate Assistant for the Department of Educational Psychology, Foundations, and Leadership Studies

Reports to:

Dr. Tim Gilson
Educational Psychology, Foundations, and Leadership Studies
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Terms of Employment:

- For the fall semester: 20 hours per week, beginning August 22, 2022 and ending December 16, 2022. Does not include the week of Thanksgiving Break.
- For the spring semester: 20 hours per week, beginning January 17, 2023 and ending May 12, 2023. Does not include the week of Spring Break.

Compensation:

- Full assistantship salary for 2022-2023 is \$5,476 per semester.
- 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/>

Background Information:

The Department of Educational Psychology, Foundations, and Leadership Studies (EPFLS) is part of the UNI College of Education. The department offers graduate programs in Postsecondary Education: Student Affairs, Principalship, Superintendentcy, as well as a Doctor of Education degree.

Position Description:

- Managing updates and revisions to the EPFLS website
- Collaborate with faculty in research projects

- Developing and updating promotional materials (handouts, display boards, etc.) for the Educational Leadership program
- Attend monthly Educational Leadership faculty meetings and take meeting minutes
- Developing and updating bulletin boards throughout the Schindler Education Center
- 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 minimum of 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.
- 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***