

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 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/>

**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 Day 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***