Position Title: Graduate Assistant/Admissions—International Admissions

Reports to:
Kristi Marchesani
Director of International Recruitment and Admissions
UNI Office of Admissions
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Terms of Employment:
- For the Fall semester: 20 hours per week, beginning August 22, 2022 through December 16, 2022. Does not include the week of Thanksgiving Break.
- For the Spring semester: 20 hours per week, beginning January 9, 2023 through May 5, 2023. Does not include the week of spring break.

Compensation:
- Full-time graduate assistantship salary is $5,395 per semester for the 2021-2022 academic year. 2022 – 2023 salaries will be confirmed by February 1, 2022.
- 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.
- For more information on the Graduate Assistantship System and procedures: http://www.grad.uni.edu/assistantships/

Background Information:
The Office of Admissions enthusiastically promotes UNI to prospective students and their influencers throughout the college selection experience. Admissions staff members embrace the strategic goals of the University by working diligently to counsel, encourage, support and enroll qualified and diverse students. We value teamwork, acknowledge our interconnectedness with other campus units, and affirm our unique role as the office of first contact for those who aspire to become members of this university community.

Position Description:
Assists with all aspects of new international student recruitment to the University of Northern Iowa including:
- Learn the international admission process
• Focused recruitment efforts on international students in Iowa including exchange students and students at Iowa community colleges
• Work to market and facilitate the annual spring International Preview Day visit program
• Gather and create content to feature on international admissions digital and social media platforms
• Help manage online communication with prospective students including monitoring UNI’s UNIBuddy chat application
• Assist with teaching of international section of Strategies for Academic Success in Fall semester
• Participating in Panther Open House Visit Days (large group visit days)

Qualifications:
• Candidate must be a full-time degree-seeking student in the Postsecondary Education/Student Affairs graduate program (or other related programs). Candidate should have an interest in Admissions as a profession, specifically with an interest in working with international populations. Excellent oral and written communication skills and interpersonal skills are required, as well as the ability to work independently are necessary.
• Must be enrolled in 9 graduate credits each semester of assistantship.
• Maintain a GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.

Application Process and Deadline:
As part of the admissions process to the Postsecondary Education: Student Affairs program, your materials will be provided to the office (if you confirm this during the application process).

Candidates outside of the Postsecondary Education: Student Affairs program:
To apply, complete the Application Form for Graduate Assistantship (available at http://www.grad.uni.edu/assistantships), and send your resume and cover letter to Kristi Marchesani (kristi.marchesani@uni.edu).

*Please note that the availability of this position is dependent upon vacancy and funding.*