Reports to:
Kristi Marchesani
Director of International Recruitment and Admissions
kristi.marchesani@uni.edu

UNI Office of Admissions
002 Gilchrist
Cedar Falls, IA 50614-0018
(319)273-2281

Terms of Employment:
• For the fall semester: 10 hours per week, beginning August 20, 2018 and ending December 14, 2018. Does not include the week of Thanksgiving Break.
• For the spring semester: 10 hours per week, beginning January 14, 2019 and ending May 10, 2019. Does not include the week of Spring Break.

Compensation:
• Graduate Salary for 2018-19: $5,176 per academic year/$2588 per semester
• 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 Systems 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:

International Admissions:
• Coordinate outreach to international students studying in Iowa high schools and community colleges
• Assist with the planning, promotion and facilitation of the International Preview Day
• Work to develop communication plans for targeted markets of prospective international students
• Gather and create content to feature on digital and social media platforms
• Work with the International Student Promoters (ISP) group
• Participate in other activities related to the recruitment of international students

Admissions Office:
• Participating the following events as needed:
  • Panther Open House Visit Days (large group visit days)
  • Small group visits

Qualifications:
• Candidate must be a full-time degree-seeking student in the Postsecondary Education/Student Affairs, Counseling graduate program, or other related programs. Excellent oral and written communication skills and interpersonal skills are required, as well as the ability to work independently are necessary. Experience with supervision a plus.
• Preference given to students with past experience and interest in international education
• 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:
IF NOT A PART OF I-DAY: To apply, e-mail the completed Application Form for Graduate Assistantship (available at http://www.grad.uni.edu/assistantships), resume, and cover letter to Kristi Marchesani (kristi.marchesani@uni.edu) by Friday, April 21, 2018