UNIVERSITY OF NORTHERN IOWA

Honors & Scholars Programs

Position Title:  Legacy Scholars Graduate Assistant

Reports to:  Kylie Knecht, Honors & Scholars Program Coordinator (kylie.knecht@uni.edu)

General 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 9, 2023 and ending May 5, 2023.  Does not include the week of Spring Break.

Compensation:

- Full assistantship salary is $5,395 per semester for the 2021-2022 year.  The 2022-2023 salary will be updated in early February.  Salary is prorated on a weekly basis for late start.

- Graduate Assistants may qualify for in-state tuition and fees.

- Graduate Assistants may receive University holidays and do not work during the interims between semesters.

- For more information on the Graduate Assistantship System and procedures review https://grad.uni.edu/faq-graduate-assistantship.

Position Duties:

Legacy Scholars targets underrepresented junior- and senior-level students who have a strong commitment to their education and are interested in pursuing post-baccalaureate opportunities. This assistantship will provide an opportunity for a graduate student to gain experience in a variety of aspects surrounding program creation and administration. The graduate assistant will acquire knowledge of publicity, recruitment, scholars selection, program requirements, student advising, programming, and various other administrative responsibilities. Specific responsibilities of this position include:

- Create programming with an emphasis on community building and graduate program preparedness.

- Coordinate with various UNI student support offices to identify and recruit approximately 10 underrepresented junior-level students who demonstrate strong academic potential.

- Plan and facilitate monthly seminars and individual mentoring sessions.
● Connect students with faculty members in their respective discipline to talk about appropriate next steps for post-baccalaureate goals.

● Assist students in identifying a summer experience related to their desired career field.

● Other duties as assigned.

General Qualifications:

● Must be a full-time, degree-seeking student in a UNI graduate program (Student Affairs, Counseling, or related field is preferred).

● Must be enrolled in 9 graduate credits 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.

● Exhibit proficiency in written and oral communication.

● Strong management and organizational skills.

Preferred Qualifications:

● Preference will be given to applicants who have experience with underrepresented populations.

Application Process and Deadline:

To apply, submit the Assistantship application form and attach: a resume, 3 references (name, position, and contact information), a cover letter, and class schedule. Direct your application to Kylie Knecht (kylie.knecht@uni.edu).

Applications received by March 1, 2022 will be given full consideration.

UNI actively seeks to enhance diversity and is an Equal Opportunity/Affirmative Action employer. The University encourages applications from persons of color, women, individuals living with disabilities, and protected veterans. All qualified applicants will receive consideration for employment without regard to age, color, creed, disability, gender identity, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other basis protected by federal and/or state law.

ONE position open for 2022-2023 academic year.