Position Title: Graduate Assistant (GA)/Sexual Assault Prevention

Reports to: Leah Gutknecht, Assistant to the President for Compliance and Equity Management and Title IX Officer

Terms of Employment:
- For the fall semester: 10 hours per week, beginning August 23, 2021 and ending December 15, 2021. Might not include the week of Thanksgiving Break.
- For the spring semester: 10 hours per week, beginning January 24, 2022 and ending May 13, 2022. Might not include the week of Spring Break.
- There is a strong possibility that this position will become a full-time GA position working 20 hours per week each semester, to be determined in mid-June 2021.

Compensation:
- Full assistantship stipend in 2021-22 is $5,395.00 per semester. Stipend 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 review https://grad.uni.edu/faq-graduate-assistantship.

Position Description:
- Serves as liaison between the UNI Title IX Officer and Riverview Center, a local sexual assault advocacy agency, maintaining open communication in line with the Memorandum of Understanding (MOU) that details services each party will provide to the other.
- Coordinates campus needs for sexual assault-related educational presentations and awareness programs; takes requests and works with OCEM and Riverview Center staff for scheduling; refers requests to other units as necessary.
- Assists with developing and facilitating on-campus presentations and programming in classrooms, for student organizations, and for similar requests; partners with subject matter experts as appropriate.
- Tracks all requests for programming, including source, date, speaker, number of people served, topic and outline of presentation for Clery Act purposes; alerts Title IX Officer of request trends, unmet needs, and issues/ideas that arise during events; provides input into improvement of programs and overall quality control.
- Assists with other tasks and projects related to Title IX and sexual misconduct (e.g., creates electronic case files, runs reports to monitor trends, assists with implementation of training programs and awareness initiatives, designs and/or updates communication and promotional materials).
- Maintains sexual assault strategic prevention plan and assists with programs and initiatives related to the plan.

General Qualifications:
- Must be a full-time, degree-seeking student in a UNI's graduate program.
- Maintain a cumulative GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.
- Have an official transcript on file in the Office of Admissions.
- Be regularly admitted without provisions to degree status in a graduate degree program.
- Must meet UNI's employment eligibility.
Required Qualifications:
- Must have ability to keep information confidential.
- Excellent written and oral communication skills including public speaking/presentations.
- Strong interpersonal and organization skills.
- Demonstrated ability to be self-motivated and conduct oneself in a highly professional manner.
- Demonstrated ability to learn and apply new technology.

Application Process and Deadline: To apply, email a resume and a completed Application Form to leah.gutknecht@uni.edu.

Applications received by April 19, 2021, will be given preferential 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.