Position: Graduate Assistant for Online Content and Electronic Media

Reports to: Susie Schwieger, Director of Graduate Student Life

Terms of Employment:

- Fall semester: 20 hours per week beginning August 21, 2017 and ending December 15, 2017.
- Spring semester: 20 hours per week beginning January 8, 2018 and ending May 4, 2018.

Compensation:

- Full assistantship salary for 2017-2018 TBD (2016-2017: $5044 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.
- The Graduate Tuition Scholarship is applied for and awarded separately.
- For more information on the Graduate Assistantship System and procedures review the following: http://www.grad.uni.edu/assistantships

Primary Responsibilities:

- Utilize technology to market such events as Graduate Student Orientation, Thinking About Graduate School, Graduate Student Social Mixers, the Annual Graduate Student Symposium and other events as assigned and assist in the planning, marketing, and implementation of these events.
- Serve as co-editor of the UNI Grad Student News, the monthly online newsletter of the Graduate College. Includes interviewing graduate students, faculty, staff, and alumni for feature articles and writing articles.
- Maintain Graduate College Facebook page and assist in the maintenance of the Graduate College website.
- Assist in the development and marketing of professional development workshops.
- Serve on University committees as assigned
- Other duties as assigned
Qualifications:

Required Qualifications:

• Must be a full-time degree seeking student enrolled in a UNI graduate program.
• Must be enrolled in 9 hours of graduate credit each semester of the assistantship.
• Maintain a Plan GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.
• Demonstrated strong written and oral communication skills, including public speaking.
• Demonstrated ability to work as a team members and independently.
• Demonstrated marketing and promotional skills.
• Demonstrated proficiency in Microsoft Office, Adobe Creative Suite, and Publisher.
• Demonstrated design and editing skills.
• Demonstrated ability to learn new technology.

Preferred Qualifications:

• Experience with Drupal and Joomla (website editing software)
• Experience in Associated Press (AP) Style
• Photography and editing skills
• Basic video production

Application Process and Deadline: To apply email the completed Application Form for Graduate Assistantship available at http://www.grad.uni.edu/assistantships, résumé, cover letter, and a list of three references, including name, address, phone number and email address to:

Susie Schwieger, Director of Graduate Student Life
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110 Lang Hall, Cedar Falls, IA 50614-0135
Phone: 319-273-2748 Email: Susan.Schwieger@uni.edu

This position is filled for 2017-2018 academic year.