Position Title: Graduate Assistant for Graduate Professional and Community Development

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

Position Description:

- Plan, market, and implement such events as the Graduate Student Orientation, Thinking About Graduate School (TAGS), Graduate Student Social Mixers, the annual Graduate Student Symposium, and other events as assigned.
- Coordinate the marketing and outreach strategies or activities to promote Graduate College events.
- Collect and analyze evaluation data from events for process improvement.
- 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.
- Collect and analyze data from events for process improvement
- Assist in the development and marketing of the professional development workshops.
- Serve on University committees as assigned
- Other duties as assigned.
Qualifications:

Required:

- Must be a full-time, degree seeking student enrolled in a UNI graduate program
- Must be enrolled in 9 graduate credits each semester of the assistantship
- Maintain a Plan GPA of at least 3.00. First semester graduate assistants 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 member and independently
- Demonstrated marketing and promotional skills
- Demonstrated event planning experience
- Demonstrated strong computer skills using Microsoft Office and Adobe Creative Suite
- Demonstrated ability to learn new technology

Preferred:

Experience in Associated Press (AP) Style

Application Process and Deadline: To apply email the completed Application Form for Graduate Assistantship available at [http://www.grad.uni.edu/assistantships](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
Graduate College, University of Northern Iowa
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Phone: 319-273-2748   Email: Susan.Schwieger@uni.edu

This position is filled for the 2017-2018 academic year.