University of Northern Iowa
Department of Educational Leadership and Postsecondary Education

Position Title(s):
Graduate Assistant for the Department of Educational Leadership and Postsecondary Education
Editorial Assistant to the Editor, Religion & Education

Reports to:
Dr. Michael Waggoner
Postsecondary Education Program Coordinator
Educational Leadership and Postsecondary Education
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Terms of Employment:
- For the fall semester: 20 hours per week, beginning August 20, 2018 and ending December 14, 2018. Does not include the week of Thanksgiving Break.
- For the spring semester: 20 hours per week, beginning January 14, 2019 and ending May 10, 2019. Does not include the week of Spring Break.

Compensation:
- Full assistantship salary is $5,176 per semester. Half assistantships may be awarded.
- Salary will be prorated on a weekly basis for a late start
- 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.
- Graduate College Tuition scholarships are applied for and awarded separately
- For more information on the Graduate Assistantship System and procedures: [http://www.grad.uni.edu/assistantships/](http://www.grad.uni.edu/assistantships/)

Position Description:
- Serves as assistant to the Editor of the academic journal, Religion & Education (www.tandfonline.com/urel)
- Managing updates and revisions to the ELPE website
- Serving as a liaison to the Student Affairs pre-Professional Association (SAPA), a student organization
- Assisting faculty in research projects
● Developing and updating promotional materials (handouts, display boards, etc.) for the Postsecondary Education: Student Affairs program
● Promoting the Postsecondary Education: Student Affairs program through on-campus events throughout the academic year (including Student Affairs Preview Day and Interview Day).
● Serves as a member of the PSE Interview Day Committee
● Providing support for daily operations of the department
● Other duties as assigned

Qualifications:
● Must be a full-time, degree-seeking student in the Postsecondary Education/Student Affairs graduate program at UNI
● Must be enrolled in minimum of 9 graduate credits each semester of assistantship.
● Maintain a Plan and cumulative GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.
● Bachelor’s degree required
● Excellent oral and written communication skills, and interpersonal skills required
● Ability to work independently as necessary
● Proficiency with Microsoft Office applications necessary
● Experience with website development and design software desirable, but not required

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)). Applications received through the Interview Day Registration Form will be given preferential consideration.

*Admitted students to the Postsecondary Education: Student Affairs program will receive information about applying for this position in their acceptance letters.

**Please note that the availability of this position is dependent upon vacancy and funding.