Position Title: Graduate Assistant for Commencement & Communications

Reports to:
Nicole Lehman
Associate Registrar
University of Northern Iowa
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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 17, 2023 and ending May 12, 2023. Does not include the week of Spring Break.

Compensation:
• Full assistantship salary for 2021-2022 is $5,395 per semester. 2022-23 salary information should be available by February 1, 2022.
• Salary is prorated on a weekly basis for 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.
• For more information on the Graduate Assistantship System and procedures: http://www.grad.uni.edu/assistantships/

Background Information:
The Office of the Registrar is responsible for working with academic departments and faculty to schedule courses; assigning classroom facilities; publication of the university catalog and schedule of classes; oversight of student registration; facilitating student enrollment and academic progress; transferring records to other institutions; maintenance of student information and records; fulfilling reporting requests; monitoring residency determinations; monitoring athletic eligibility; overseeing requests for readmission after suspension; preparing transcripts, diplomas and other institutional documents; clearing students for graduation; organizing graduation ceremonies; and assuring that the Family Education Rights and Privacy Act (FERPA) requirements are followed throughout the institution.

Position Description:
• Coordinate the Graduation Fair held each semester for graduating students including, but not limited to: coordinating catering, collaborating with university staff, engaging with vendors, and managing publicity;
• Serve on the University Commencement Committee;
• Assist in the planning, coordination, and implementation of commencement ceremonies;
• Assist with the creation, coordination, and dissemination of office outreach and communication efforts;
• Attending student organization meetings, visit days, and other events to educate students about services;
• Compose and disseminate graduation and commencement communications;
• Develop and share registrar-related publicity; and
• Assist with other duties as assigned.

**Qualifications:**
• Candidate must be enrolled in 9 graduate credits each semester of assistantship, and must be a degree-seeking student in a graduate program (e.g., Postsecondary Education: Student Affairs; Counseling; or other related field preferred). Additionally, candidate must have a cumulative GPA of at least 3.00. The qualified candidate will demonstrate evidence of excellent written and oral communication skills; strong interpersonal, organizational, and analytical skills; demonstrated ability to be self-motivated and to conduct oneself in a highly professional and ethical manner; and will have a working knowledge of Microsoft Word, Excel, PowerPoint, and Adobe Acrobat Professional.