Position Title: Graduate Assistant

Reports to:

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Terms of Employment:

This position is for 20 hours per week for both the Fall and Spring semesters.

- Fall Semester: Beginning August 19, 2019 and ending December 13, 2019, excluding the week of Thanksgiving Break.
- Spring Semester: Beginning January 13, 2020 and ending May 8, 2020, excluding the week of Spring Break.

Compensation:

- Full assistantship salary for 2019-2020 is $5,120 per semester (salary is reflective of 2018-2019 and will be updated by February 1, 2019).
- 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.
- Professional development opportunities are supported, but the degree of support is determined by availability of funds.
- For more information on the Graduate Assistantship System and procedures: http://www.grad.uni.edu/assistantships/

Background Information:

Our mission is to provide services and promote an accessible environment which allows people with disabilities an equal opportunity for participation in educational and other campus activities. To do this, Student Accessibility Services collaborates with students and faculty to determine and provide reasonable academic, housing, and dining accommodations at the University of Northern Iowa. Student Accessibility Services also works with others in the campus community to increase awareness of individuals with disabilities in order to create a more inclusive environment for all. The graduate assistant will assist in the administration of academic accommodations, Accessibility Awareness Month activities, and other programs and services involving Student Accessibility Services.
Position Description:

The Graduate Assistant will:

- Assist Assistant Coordinator in obtaining and distributing alternative format materials.
- Assist in the administration of academic accommodations including meeting with returning students to complete accommodation applications, assisting in the conversion of books in alternate format, and assisting in provision of exam accommodations.
- Provide training to registered SAS students on utilizing assistive technology provided through the SAS office.
- Other duties as assigned by the SAS staff.

Qualifications:

- Candidate must be a full-time, degree-seeking student in a UNI graduate program (postsecondary education/student affairs, counseling, or related field preferred);
- must be enrolled in 9 graduate credits each semester of assistantship;
- and maintain a plan GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.

Additionally, the ideal candidate will have the following preferred qualifications:

- Excellent written and oral communication skills;
- strong interpersonal and organization skills;
- demonstrated ability to be self-motivated and to conduct oneself in a highly professional and ethical manner;
- strong technical skills in relationship to technology;
- and proficiency with Microsoft Publisher, Excel, and Word.

Application Process and Deadline:

Candidates in the Postsecondary Education: Student Affairs program:

As part of the admissions process to the Postsecondary Education: Student Affairs program, you are required to submit the following documentation in addition to your personal statement: Resume, cover letter, and the Application for Graduate Assistantship to Dr. Michael Waggoner (Mike.Waggoner@uni.edu).

Candidates outside of the Postsecondary Education: Student Affairs program:

To apply, e-mail the completed Application Form for Graduate Assistantship (available at [http://www.grad.uni.edu/assistantships](http://www.grad.uni.edu/assistantships)), resume, and cover letter to Kelly Fiddelke (kelly.gibbs@uni.edu).

Applications received by January 15, 2019 will be given preferential consideration.