Position Title: Graduate Assistant

Reports to:

Kelly Gibbs
Coordinator
Student Disability Services
University of Northern Iowa
103 Student Health Center
Cedar Falls, IA 50614-0385
Phone (319) 273-2677
E-Mail: kelly.gibbs@uni.edu
Website: www.sds.uni.edu/

Terms of Employment:

This position is for 20 hours per week for both the Fall and Spring semesters.
- Fall Semester: Beginning August 20, 2018 and ending December 14, 2018, excluding the week of Thanksgiving Break.
- Spring Semester: Beginning January 14, 2019 and ending May 10, 2019, excluding the week of Spring Break.

Compensation:

- Full assistantship salary for 2018-2019 is $5,120 per semester.
- 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 Disability Services collaborates with students and faculty to determine and provide reasonable academic, housing, and dining accommodations at the University of Northern Iowa. Student Disability 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, the Weekly Mentoring program, Disability Awareness Month activities, and other programs and services involving Student Disability Services.
Position Description:

The Graduate Assistant will:

- Coordinate the Weekly Mentoring Program, specifically scheduling and matching of students to mentors.
- Assist Assistant Coordinator in obtaining and distributing alternative format materials.
- Assist in the administration of academic accommodations including meeting with returning clients to complete accommodation forms, assisting in the conversion of books in alternate format, and assisting in provision of exam accommodations.
- Provide training to registered SDS students on utilizing assistive technology provided through the SDS office.
- Assist in organizing the Board of Regents Disability Summit.
- Other duties as assigned by the Coordinator or Assistant Coordinator.

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), resume, and cover letter to Kelly Gibbs (kelly.gibbs@uni.edu).

Applications received by February 17, 2017 will be given preferential consideration.