Position: Graduate Assistant for Recruitment & Academic Advising
Reports to: Christopher Shaw, Recruitment Coordinator/Academic Advisor
Industrial Tech Center, UNI
Cedar Falls, Iowa 50614-0389
(319) 273-3258
Email: christopher.shaw@uni.edu

Terms of Employment:
• Fall semester: 20 hours per week beginning August 20, 2018 and ending December 14, 2018.
• Spring semester: 20 hours per week beginning January 14, 2019 and ending May 10, 2019.
• Will include some Saturday hours.

Compensation:
• Full assistantship salary for 2018-2019 is $5,176 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

Primary Responsibilities:
• Assist with Departmental Recruitment efforts including, but not limited to, assisting with Visit Day experiences; coordinating prospective student communications; marketing and website maintenance.
• Development of department orientation/retention strategies.
• Assist with the development and implementation of departmental marketing materials.
• Work with staff to develop and manage an ambassador program for the department.
• Other duties as assigned.

Qualifications:
• Must be a full-time degree seeking student enrolled in a UNI graduate program.
• Must be enrolled in 9 hours of graduate credit each semester of the assistantship.
• Maintain a Plan GPA of at least 3.00. First semester graduate students 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 members and independently.
• Demonstrated marketing and promotional skills.

Application Process and Deadline:
To apply email the completed Application Form for Graduate Assistantship (available at http://www.grad.uni.edu/assistantships ), résumé, cover letter, and a list of three references, including name, address, phone number and email address to Chris Shaw, Recruitment Coordinator/Academic Advisor (christopher.shaw@uni.edu). The position is open until filled.