Graduate Assistantships in Undergraduate Studies
Teaching, Learning, and Outreach Assistant

Position Title: Teaching, Learning, and Outreach Graduate Assistant, Undergraduate Studies

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Terms of Employment:

● For the fall semester: 20 (or 10 if half award) hours per week, beginning August 22, 2022, and ending December 16, 2022.
● For the spring semester: 20 (or 10 if half award) hours per week, beginning January 9, 2023, and ending May 5, 2023. Does not include the week of Spring Break.

Compensation:

● Full-time assistantship salary for 2022-23 is $5,395 per semester.
● Half-time assistantship salary for 2022-23 is $2,697.50 per semester.
● Note: Salaries listed are for 2021-2022 and will be updated early February.
● Salary is prorated on a weekly basis for late start.
● 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/

Position Description:

● The Office of Undergraduate Studies often has several graduate assistant positions. Specific job duties are assigned in one or more of the following areas: teaching, learning, and/or outreach. Efforts are made to assign graduate assistants to the area that best aligns with their skill set, disposition, and graduate plan of study. Undergraduate Studies Graduate Assistants may be assigned to one or more of the following:
  ○ Teaching and course development
  ○ Peer educator training, supervision, mentoring, and evaluation (TLC tutors, Academic Coaches, PLUS leaders, Peer Mentors, etc)
  ○ Assist with the day-to-day operations of The Learning Center(TLC) @ Rod Library
  ○ TLC/UgS promotion and outreach (including Graduation with Distinction in Peer Education and UNI’s Capitol Hill Internship program)
  ○ Student success program development
  ○ Research, assessment, and data collection
  ○ Website development and/or maintenance
  ○ Outreach to at-risk students
  ○ Class presentations
  ○ Other duties as assigned
Qualifications:

- Must be a full-time, degree-seeking student in a UNI graduate program.
- Must be enrolled in 9 graduate credits each semester of assistantship.
- Maintain a UNI cumulative GPA of at least 3.00. A newly admitted graduate student must have at least a 3.0 GPA for undergraduate or previous graduate work of at least 8 graded credit hours.
- Demonstrates excellent written and oral communication skills
- Strong interpersonal skills
- Ability to work independently
- Strong computer skills: Word, Excel, PowerPoint, Publisher, Facebook, video streaming
- Demonstrates ability to learn and apply new technology
- Demonstrates problem solving abilities

Application Process and Deadline: To apply, complete the Application Form for Graduate Assistantship (available at [http://www.grad.uni.edu/assistantships](http://www.grad.uni.edu/assistantships)). Then send a resume and a letter of application addressing your interest and skill set as they relate to this position to alicia.janssen@uni.edu.

Incomplete application packages and/or applications with spelling, grammar, or punctuation errors will not be considered.

Applications will be accepted until the position is filled.