DEPARTMENT OF EDUCATIONAL LEADERSHIP AND POSTSECONDARY EDUCATION

Office: Department of Educational Leadership and Postsecondary Education

Position Title: Ed.D. Graduate Assistant – Educational Leadership

Reports to:
Dr. Nick Pace
Department Head
Educational Leadership and Postsecondary Education
2111 Bartlett
Cedar Falls, IA 50614-0604
(319) 273-3564
Nick.Pace@uni.edu

Terms of Employment:
• For the fall semester: 20 hours per week, beginning August 22, 2016 and ending December 16, 2016. Does not include the week of Thanksgiving Break.
• For the spring semester: 20 hours per week, beginning January 09, 2017 and ending May 05, 2017. Does not include the week of Spring Break.

Compensation:
• Graduate (Ed.D.) salary: $7,560 per semester in 2016-17
• Salary will be prorated on a weekly basis for a 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 supported.
• For more information on the Graduate Assistantship System and procedures: http://www.grad.uni.edu/assistantships/

Background Information:
The Department of Educational Leadership and Postsecondary Education (ELPE) is part of the UNI College of Education. The department offers graduate programs in Postsecondary Education: Student Affairs, Principalship, Superintendency, as well as a Doctor of Education degree.
**Position Description:**
Provides support to the Department of Educational Leadership and Postsecondary Education, including:

- Research assistance for professors in the department
- Attend department meetings
- Speak to classes
- Accompany professors for school visits
- Attend workshops and provide feedback on the topic to professors
- Provide feedback on course syllabus and curriculum
- Review articles for professors to select as readings for courses
- Interview principal candidates and current principals for professor research
- Assist in organizing Day in the Office and Ultimate School Board Meeting simulations
- Compile Annotated bibliographies for professors
- Other duties as assigned

**Qualifications:**
- Must be a full-time degree-seeking student in the Ed.D. Educational Leadership program.
- Must be enrolled in 9 graduate credits each semester of assistantship.
- Maintain a GPA of at least 3.00. First semester graduate students must have a graduate GPA of at least 3.00.
- Proficiency with Word, Excel, and Publisher desirable.

**Application Process and Deadline:**
To apply email the completed Application Form for Graduate Assistantship (available at [http://www.grad.uni.edu/assistantships](http://www.grad.uni.edu/assistantships)).

*Please note that the availability of this position is dependent upon vacancy and funding.*