University of Northern Iowa
Department of Educational Leadership and Postsecondary Education

Position Title(s):
Graduate Assistant for the Department of Educational Leadership and Postsecondary Education
Editorial Assistant to the Editor, Religion & Education

Reports to:
Michael D. Waggoner
Coordinator, Postsecondary Education Graduate Program
Educational Leadership and Postsecondary Education
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Terms of Employment:
- For the fall semester: 20 hours per week, beginning August 24, 2015 and ending December 18, 2015. Does not include the week of Thanksgiving Break.
- For the spring semester: 20 hours per week, beginning January 11, 2016 and ending May 6, 2016. Does not include the week of Spring Break.

Compensation:
- Full assistantship salary is $4,920 per semester. Half assistantships may be awarded.
- 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.
- Eligibility for a tuition scholarship (tuition scholarship is applied for and awarded separately from the assistantship)
- For more information on the Graduate Assistantship System and procedures: http://www.grad.uni.edu/assistantships/

Position Description:
- Serves as assistant to the Editor of the academic journal, Religion & Education (www.tandfonline.com/urel)
- Managing updates and revisions to the ELPE website
• Serving as a liaison to the Student Affairs pre-Professional Association (SAPA), a student organization
• Assisting faculty in research projects
• Developing and updating promotional materials (handouts, display boards, etc.) for the Postsecondary Education: Student Affairs program
• Promoting the Postsecondary Education: Student Affairs program through on-campus events throughout the academic year (including Student Affairs Preview Day and Interview Day).
• Serves as a member of the PSE Interview Day Committee
• Providing support for daily operations of the department
• Other duties as assigned

Qualifications:
• Must be a full-time, degree-seeking student in the Postsecondary Education/Student Affairs graduate program at UNI
• Must be enrolled in minimum of 9 graduate credits each semester of assistantship.
• Maintain a Plan and cumulative GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.
• Bachelor’s degree required
• Excellent oral and written communication skills, and interpersonal skills required
• Ability to work independently as necessary
• Proficiency with Microsoft Office applications necessary
• Experience with website development and design software desirable, but not required

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)) and Tuition Scholarship Application for this position must be sent to Carol Bean, carol.bean@uni.edu.

Applications received by February 13 through the Interview Day 2015 Registration Form will be given preferential consideration.

*Admitted students to the Postsecondary Education: Student Affairs program will receive information about applying for this position in their acceptance letters.

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