The Center for Excellence in Teaching and Learning

Position Title: Graduate Assistant for CETL and Faculty Support, Part Time

Reports to: Jonathan Chenoweth (jonathan.chenoweth@uni.edu)

Director, Center for Excellence in Teaching and Learning

379 Rod Library

319-273-2553

Terms of Employment:

- For the Fall semester 10 hours per week, beginning August 26, 2024 and ending December 20, 2024 (dates might vary upon approval of the academic calendar).
- For the Spring semester 10 hours per week, beginning January 21, 2025 and ending May 16, 2025 (dates might vary upon approval of the academic calendar).

Compensation:

- Graduate Assistantship stipend is *$3,000* for a half-time appointment (10 hours per week). Stipend is prorated depending on start date.
- Graduate Assistants and their spouses may qualify for in-state tuition.
- Graduate Assistants may receive University holidays and do not work during the interims between semesters.
- For more information regarding Graduate Assistantship procedures review https://grad.uni.edu/faq-grad-assistantship-tuition-scholarship.

Primary Responsibilities:

- Assists and supports the CETL Director in all aspects of the CETL, with an emphasis on publicity (Inside UNI, monthly fliers)
- Maintains CETL website
- Utilizing software programs (Qualtrics, Excel), and assisting with research
- Candidates will be encouraged to develop and follow through on initiatives that contribute to the mission and operations of the CETL

General Qualifications:

- Must be a full-time, degree-seeking student in a UNI's residential graduate program.
- Be regularly admitted without provisions to degree status in an eligible graduate degree program.
- Maintain a cumulative GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 2.75.
- Have an official transcript on file in the Office of Admissions and be fully declared in their graduate major.
- Must meet UNI's HRS employment eligibility.
- See detailed eligibility on https://grad.uni.edu/faq-grad-assistantship-tuition-scholarship.

Preferred Qualifications:

- Demonstrated excellent written and oral communication skills.
- Attention to detail in written work a must
- Strong interpersonal skills
- Ability to work independently as well as responsively, with prompt and efficient communication
- Strong computer skills: Google Suite, Word, Excel, PowerPoint, Drupal, video streaming
- Demonstrated ability to learn and apply new technology
- Demonstrated problem solving abilities
- Demonstrated research skills

Application Process and Deadline:

To apply, submit the Assistantship application form. Attach: resume, 3 letters or recommendation (optional), 3 references (optional), a cover letter (optional), class schedule (optional). The contact receiving your submission is Alicia Janssen (alicia.janssen@uni.edu).

Applications received by *February 21, 2024* will be given full consideration.

UNI actively seeks to enhance diversity and is an Equal Opportunity/Affirmative Action employer. The University encourages applications from persons of color, women, individuals living with disabilities, and protected veterans. All qualified applicants will receive consideration for employment without regard to age, color, creed, disability, gender identity, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other basis protected by federal and/or state law.