University of Northern Iowa Center for Excellence in Teaching and Learning

Position Title: Graduate Assistant for CETL Support

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

379 Rod Library
319-273-2553

Contact: alicia.janssen@uni.edu

Semesters of employment available: Fall 2022 and Spring 2023

General Terms of Employment:

- For the fall semester: 10 hours per week, beginning August 22, 2022 and ending December 16, 2022.
- For the spring semester: 10 hours per week, beginning January 17, 2023 and ending May 12, 2023.

Compensation:

- Graduate Assistantship stipend is $2,738.00 for half-time per semester and may be prorated depending on start date.
- Graduate Assistants may qualify for in-state tuition and fees
- Graduate Assistants may receive University holidays and do not work during the interims between semesters
- For more information on the Graduate Assistantship System and procedures review [http://www.grad.uni.edu/faq-graduate-assistantship](http://www.grad.uni.edu/faq-graduate-assistantship)

Position Description:

- Assists and supports the CETL Director in all aspects of the CETL, with an emphasis on publicity (Inside UNI, monthly fliers)
- Maintains CETL website
- Manages events via Eventbrite.com
- 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 graduate program
- Maintain a cumulative GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00
- Have an official transcript on file in the Office of Admissions
- Be regularly admitted without provisions to degree status in a graduate degree program
• Must meet UNI’s employment eligibility

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: Word, Excel, PowerPoint, Publisher, Facebook, video streaming
• Demonstrated ability to learn and apply new technology.
• Demonstrated problem solving abilities.
• Demonstrated research skills.

Application Process and Deadline: To apply email the completed Application Form for Graduate Assistantship (available at http://www.grad.uni.edu/assistantships) and a resume and a letter of application to Alicia Janssen at alicia.janssen@uni.edu.

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

Applications will be accepted until the position is filled.