

Graduate Assistantship in The Center for Excellence in Teaching and Learning

Position Title: Graduate Assistant for CETL & 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

Contact: alicia.janssen@uni.edu

Semesters of employment available: Fall 2023 and Spring 2024

General Terms of Employment:

- For the fall semester: 10 hours per week, beginning August 21, 2023 and ending December 15, 2023.
- For the spring semester: 10 hours per week, beginning January 16, 2024 and ending May 10, 2024.

Compensation:

- Half-time assistantship salary for 2023-24 is \$2,779 per semester
- Salary is prorated on a weekly basis for 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 the interims between semesters
- For more information on the Graduate Assistantship System and procedures review <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.

THIS POSITION HAS BEEN FILLED FOR FY24.