Position Title: Graduate Assistant for CETL Support

Reports to:  Dr. Jonathan Chenoweth
            Interim Director, CETL
            379 Rod Library
            319-273-2553
            jonathan.chenoweth@uni.edu

Terms of Employment:
• For the fall semester: 10 hours per week, beginning August 17, 2020 and ending December 4, 2020.
• For the spring semester: 10 hours per week, beginning January 11, 2021 and ending May 7, 2021. Does not include the week of Spring Break.

Compensation:
• Full assistantship salary for 20-21 academic year is $5,395 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 interims between semesters.
• For more information on the Graduate Assistantship System and procedures: http://www.grad.uni.edu/assistantships/

Position Description:
• Assists and supports the CETL Director in all aspects of the CETL, with an emphasis on publicity (Inside UNI, monthly fliers)
• Maintaining CETL website
• Managing events via Eventbrite.com
• Utilizing software programs (Microsoft Office Suite, including Excel and Publisher, Qualtrics, etc.)

Qualifications:
• Must be a full-time, degree-seeking student in a UNI graduate program.
• Must be enrolled in 9 graduate credits each semester of assistantship.
• Maintain a UNI cumulative graduate GPA of at least 3.00. A newly admitted graduate student must have at least a 3.0 GPA for undergraduate or previous graduate work of at least 8 graded credit hours.
• Demonstrated excellent written and oral communication skills
• Strong interpersonal skills
• Ability to work independently
• Strong computer skills: Word, Excel, PowerPoint, Publisher, Facebook, video streaming
• Demonstrated ability to learn and apply new technology
• Demonstrated problem solving abilities
Application Process and Deadline: To apply, email the completed Application Form for Graduate Assistantship (available at http://www.grad.uni.edu/assistantships), a resume and a letter of application to cetl@uni.edu. Applications received by December 31, 2019 will be given preferential consideration.

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

This position has been filled for FY21.