University of Northern Iowa
Center for Excellence in Teaching and Learning

Position Title: Graduate Assistant for CETL Support

Reports to:  Dr. Susan Hill
            Director, CETL
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Terms of Employment:
• For the fall semester: 20 hours per week, beginning August 20, 2018 and ending December 14, 2018. Does not include the week of Thanksgiving Break.
• For the spring semester: 20 hours per week, beginning January 14, 2019 and ending May 10, 2019. Does not include the week of Spring Break.

Compensation:
• Full assistantship salary for 18-19 academic year is $5,176 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, and 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 Plan GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.
• Demonstrated excellent written and oral communication skills
• Strong interpersonal skills
• Ability to work independently
• Strong computer skills: Word, Excel, PowerPoint, Publisher, Facebook, videostreaming
• 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](http://www.grad.uni.edu/assistantships)), a resume and a letter of application to cetl@uni.edu.

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

Applications will be accepted until the position is filled.