Position Title: Graduate Assistant for CETL Support

Reports to: Dr. Susan Hill
Director, CETL
379 Rod Library
319-273-2553
susan.hill@uni.edu

Terms of Employment:
- For the fall semester: 20 hours per week, beginning August 26, 2019 and ending December 20, 2019. Does not include the week of Thanksgiving Break.
- For the spring semester: 20 hours per week, beginning January 13, 2020 and ending May 8, 2020. Does not include the week of Spring Break.

Compensation:
- Full-time assistantship salary for 2019-20 is $5,284 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/](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 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](http://www.grad.uni.edu/assistantships)), *a resume* and a *letter of application* to [cetl@uni.edu](mailto:cetl@uni.edu). Deadline to submit resume is 6/10/2019.

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

This position is filled for 2019-2020.