Position Title: Graduate Assistant for CETL Support

Reports to: Dr. Jonathan Chenoweth  
Interim Director, CETL  
379 Rod Library  
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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 assistantship salary for 19-20 academic year 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/

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](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.

The CETL is now hiring for the Spring 2020 semester.