

University of Northern Iowa

Office of the Dean of Students

Position Title: Graduate Assistant, Office of the Dean of Students

Reports to: Allyson Rafanello
Assistant Dean of Students
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<http://www.uni.edu/deanofstudents/gradassist>

Terms of Employment:

This position is for 20 hours per week for both the Fall and Spring semesters.

- Fall Semester: Beginning August 21, 2017 and ending December 15, 2017, excluding the week of Thanksgiving Break.
- Spring Semester: Beginning January 8, 2018 and ending May 4, 2018, excluding the week of Spring Break.

Compensation:

- The 2017-2018 salary, per semester, is \$5,120.
- Salary will be prorated on a weekly basis for a 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.
- Professional development opportunities are supported, but the degree of support is determined by the availability of funds.
- For more information on the Graduate Assistantship System and procedures:
<http://www.grad.uni.edu/assistantships/>

Background Information:

The Vice President for Student Affairs provides leadership for the Division of Student Affairs. The Office of the Dean of Students is responsible for the establishment and enforcement of policies governing non-academic student conduct, students of concern, the LGBT* Center, Military & Veteran Student Services, Student Disability Services, and the Parents Association. The graduate assistant will assist in the administration of student conduct policies, supporting students of concern, retention programs, and other programs and services under the direction of the Dean of Students.

Position Description:

- Serve as a University Student Conduct Administrator.
- Hold student conduct hearings, determining responsibility and appropriate sanctions.
- Assist in the development of training and outreach programs regarding student conduct.
- Work with students in need of support on a one-on-one basis.
- Assist in the outreach activities of the Vice President's Office and the Dean of Students; serve as a guide for parents during new student orientation programs; conduct presentations for students, faculty, and staff on various topics related to student conduct, students in distress, and referral resources.
- Assist in developing and maintaining content for the department website and related publications.
- Assist with the LUX Service Award process including the promotion, selection, and recognition of recipients; and other activities related to the award.
- Assist with general office duties and support.
- Other duties as assigned by the Vice President, Dean of Students, and Assistant Dean of Students.

Qualifications:

- Must be a full-time, degree-seeking student in a UNI graduate program (postsecondary education/student affairs, counseling, women's and gender studies, or related field).
- 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.
- Excellent written and oral communication skills.
- Strong interpersonal and organization skills.
- Demonstrated ability to be self-motivated and to conduct oneself in a highly professional and ethical manner.
- Proficiency with Microsoft Access, Excel and Word is desirable, as well as knowledge of eLearning and web page development.

Application Process and Deadline: As part of the admissions process to the Postsecondary Education: Student Affairs program, you are required to submit the following documentation in addition to your personal statement: Resume, cover letter, and the Application for Graduate Assistantship to Dr. Michael Waggoner (Mike.Waggoner@uni.edu).