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

Reports to: Janel Newman
Assistant Dean of Students
118 Gilchrist Hall
Cedar Falls, IA 50614
319-273-2897
janel.newman@uni.edu

Terms of Employment:
This position is for 20 hours per week for both the Fall and Spring semesters.

- Fall Semester: Beginning August 26, 2019 and ending December 20, 2019, excluding the week of Thanksgiving Break.
- Spring Semester: Beginning January 13, 2020 and ending May 8, 2020, excluding the week of Spring Break.

Compensation:
- The 2019-2020 salary will not be determined until January. The 2018-2019 salary is 5,176 per semester.
- 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 Dean of Students team is responsible for the establishment and enforcement of policies governing non-academic student conduct, students of concern, Student Accessibility Services, and the Parents and Families Association. The graduate assistant(s) will assist in the administration of the student conduct process, including serving as a Student Conduct Administrator, supporting students of concern, and other programs and services as a part of the Dean of Students team.
Position Description:

- Serve as a Student Conduct Administrator.
- Hold student conduct hearings, determining responsibility and appropriate sanctions.
- Administer Choices, a student conduct sanction program.
- Assist with developing and administering training and outreach programs related to student conduct.
- Work with students in need of support on a one-on-one basis, including working collaboratively with parents, staff and faculty to provide support.
- Conduct presentations for students, faculty, and staff on various topics related to student conduct, students in distress, and referral resources.
- Assist with the Student Leadership Award process including the promotion, selection, and recognition of recipients; and other responsibilities related to the award.
- Assist with general office duties and support.
- Other duties as assigned by the Assistant Dean of Students, Dean of Students, and Vice President for Student Affairs.
- Supervise Student Hourly team that provides desk coverage and front office support for the Student Affairs office.

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 qualifying 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.
- Preferred candidates will be comfortable using various forms of technology, updating websites and proficient with Microsoft Office Suites.

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. David Schmid (david.schmid@uni.edu).