University of Northern Iowa
Office of the Dean of Students

Position Title: Graduate Assistant for Care & Conduct

Reports to: Janel Newman
Assistant Dean of Students
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Cedar Falls, IA 50614
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Terms of Employment:

- For the fall semester: 20 hours per week, beginning August 24, 2020 and ending December 18, 2020. Does not include the week of Thanksgiving Break.
- For the spring semester: 20 hours per week, beginning January 11, 2021 and ending May 7, 2021. Does not include the week of Spring Break.

Compensation:

- Full-time assistantship salary for 2020-21 is $5,395.
- 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 Dean of Students office serves as a central hub for questions and concerns related to student support. Dean of Students staff is responsible for Student Care & Concern, the administration of the Student Conduct process, Student Accessibility Services and the Parents & Families Association. This graduate assistant position will support the Student Care & Concern and the Student Conduct functions of the office.

Position Description:

- Work with students in need of support on a one-on-one basis, including working collaboratively with parents, staff and faculty to provide support.
- Utilize a customer service, hands on, approach to connecting students to university resources related to supporting their needs.
- Keep up to date documentation of student conversations and support through an electronic case management system.
- Serve as a Student Conduct Administrator, facilitating student conduct hearings, determining responsibility and appropriate sanctions.
• Assist with developing and administering training and outreach programs related to student conduct.
• Assist with the completion of several administrative responsibilities including but not limited to, Violation of Law Application review, Background checks, Student Leadership Awards, social media presence and other departmental initiatives.
• Serve as the lead facilitator and point of contact for one departmental specific assessment project.
• Assist with general office duties and support.
• Other duties as assigned by the Assistant Dean of Students & 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 qualifying 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.
• 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).
• Candidates outside of the Postsecondary Education: Student Affairs program should complete an application form for Graduate Assistantship (found at http://www.grad.uni.edu/assistantships), then email your completed application, your resume and cover letter to Janel Newman (janel.newman@uni.edu).
• Deadline for application is February 28.

*One Positions open for 2020-2021.*