University of Northern Iowa
Dean of Students

**Position Title(s):** Graduate Assistant for Administrative Operations & Care

**Reports to:** Allyson Rafanello
Dean of Students
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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 2019-20 was $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/](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 provide supervision of student hourly desk staff and support the Student Care & Concern function of the office.

**Position Description:**

- Work with the Dean of Students staff in search and hiring efforts of departmental student employees.
- Responsible for training, and supervision of hourly student employees who provide front-line customer service in Student Affairs (Gilchrist 118).
• Leads the development and implementation of leadership-based training for student hourly staff, supported by regular one on one meetings and team meetings with hourly staff, and completes performance reviews once a semester.
• 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.
• 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

Required 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:

• Applications received through the Interview Day Registration Form will be given preferential consideration.
• 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). Email completed application, resume and cover letter to Allyson Rafanello at allyson.rafanello@uni.edu.
• Deadline for application is February 28.

*Admitted students to the Postsecondary Education: Student Affairs program will receive information about applying for this position in their acceptance letters.

**Please note that the availability of this position is dependent upon funding