Position Title(s): Graduate Assistant for Administrative Operations

Reports to:
Allyson Rafanello
Dean of Students
118 Gilchrist Hall
Cedar Falls, IA 50614
319-273-7153
allyson.rafanello@uni.edu

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:
- Assistantship salary for 2019-20 salary is $5,284.
- Salary is 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.
- For more information on the Graduate Assistantship System and procedures: http://www.grad.uni.edu/assistantships/

Position Description:
- Work with the Dean of Students staff, including Student Accessibility Services 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) and Student Accessibility Services (ITTC 007);
- 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 performs performance reviews once a semester;
- Provides support for administrative processes associated with front desk operations in both locations;
- Leads efforts to keep website and social media content up to date and relevant;
- Serves as point person for UNI Parents & Families Association social media content and monthly enewsletter distribution;
• Attend and participate in meetings and trainings, as needed;
• Other duties as assigned

Required Qualifications:

• Must be enrolled in at least 9 qualifying graduate-level credits each semester of assistantship.
• Maintain a cumulative graduate GPA of at least 3.00. First semester graduate students must have an undergraduate cumulative GPA of at least a 3.00.
• Bachelor’s degree required
• Excellent oral and written communication skills, and interpersonal skills required
• Ability to work independently as necessary
• Proficiency with Microsoft Office applications necessary

Preferred Qualifications:

• Experience with Drupal (website editing software)
• Photography and editing skills
• Basic video production

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), then email your resume and cover letter to Allyson Rafanello (allyson.rafanello@uni.edu)
• Deadline for application is February 28, 2019.

*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 and funding