Position Title(s): Graduate Assistant for Administrative Operations

Reports to: Allyson Rafanello
Dean of Students
118 Gilchrist Hall
Cedar Falls, IA 50614
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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:

- Full-time 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 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.

**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**