Position Title: Graduate Assistant for the Office of Business Operations.

Reports to: Christina Geweke, 103 Gilchrist Hall.

Terms of Employment:

• For the fall semester: 10 or 20 hours per week, beginning August 25, 2014 and ending December 19, 2014. Does not include the week of Thanksgiving Break.
• For the spring semester: 10 or 20 hours per week, beginning January 12, 2015 and ending May 8, 2015. Does not include Spring Break.

Compensation:

• Full assistantship salary is $4800 per semester (half-time is $2400 per semester). Salary will be prorated on a weekly basis for late start date.
• 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 interims between semesters
• For more information on the Graduate Assistantship System and procedures: http://www.grad.uni.edu/assistantships/

Position Description:

• As a Graduate Assistant, you will help out with various departmental activities particularly in Student Accounts. Your duties may include:
• Design and creation of department publications.
• Updating departmental website.
• Documenting processes and creating quick reference guides.
• Data entry for system updates
• Assist with the development of departmental marketing and communication strategies, including print, digital and social media.
• Assisting with the creation of displays and other materials related to departmental programs or initiatives.
• Making instructional power points.
• Organizing files.
• Occasional staffing of the front desk.

Qualifications:
• Must be a full-time, degree seeking student in a UNI graduate program.
• Must be enrolled in 9 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.
• B.A. degree in communications, marketing, graphic design, postsecondary education or related preferred.

Specific Skills/Qualifications:
• Creativity.
• Excellent written and oral communication skills.
• Proficient with MS Office products.
• Ability to work under deadlines.
• Attention to Detail.
• Artistic ability.
• Customer Focus.
• Flexibility.

Application Process and Deadline:

To apply email the completed Application form for Graduate Assistantship (available at [http://www.grad.uni.edu/assistantships](http://www.grad.uni.edu/assistantships)) and resume to christina.geweke@uni.edu.