Social Work

Position Title: Research Assistant

Reports to: cynthia.juby@uni.edu

General Terms of Employment:

- For the Fall semester 20 or 10 hours per week, beginning August 22, 2022 and ending December 15, 2022. These dates might vary upon approval of the academic calendar.
- For the spring semester 20 or 10 hours per week, beginning January 23, 2023 and ending May 10, 2023. These dates might vary upon approval of the academic calendar.

Compensation:

- Graduate Assistantship stipend is **$2,738.00** for half-time and **$5,476.00** for full-time per semester and may be prorated depending on start date.
- Graduate Assistants may qualify for in-state tuition and fees.
- Graduate Assistants may receive University holidays and do not work during the interims between semesters.
- For more information on the Graduate Assistantship System and procedures review https://grad.uni.edu/faq-graduate-assistantship.

Primary Responsibilities:

- Update webpages
• Collect relevant information online
• Create and organize files
• Compile and distribute materials
• Conduct reviews of the literature on specific topics and summarize results
• Data collection with individuals or groups (e.g., conducting surveys, interviews, etc.)
• Data entry and data management
• Make arrangements for meetings and events
• Develop/manage mailing lists and study population contact information
• Communicate professionally with students and faculty at UNI and elsewhere
• Taking minutes of meetings

**General Qualifications:**

• Must be a full-time, degree-seeking student in a UNI's residential graduate program
• Maintain a cumulative GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00
• Have an official transcript on file in the Office of Admissions
• Be regularly admitted without provisions to degree status in a graduate degree program
• Must meet UNI's HRS employment eligibility

**Preferred Qualifications:**

• Strong communication and organizational skills
• Knowledge of Google Drive, Sheets and Docs

**Application Process and Deadline:**

To apply, submit the [Assistantship application form](#). Direct your application to Ashley Rasmussen at ashley.rasmussen@uni.edu.
Applications received by *February 1* will be given full consideration.

UNI actively seeks to enhance diversity and is an Equal Opportunity/Affirmative Action employer. The University encourages applications from persons of color, women, individuals living with disabilities, and protected veterans. All qualified applicants will receive consideration for employment without regard to age, color, creed, disability, gender identity, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other basis protected by federal and/or state law.