University of Northern Iowa
SOCIAL WORK

Position Title: Graduate Assistant for Social Work

Reports to: Reports to a faculty member, to be assigned.

Terms of Employment:
• For the fall semester: 10 hours per week, beginning August 20, 2018 and ending December 14, 2018. Does not include the week of Thanksgiving Break.
• For the spring semester: 10 hours per week, beginning January 14, 2019 and ending May 10, 2019. Does not include the week of Spring Break.

Compensation:
• Half assistantship salary is $2,588.00 per semester.
• Salary will be prorated weekly for late starts.
• 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.
• Graduate tuition scholarships are awarded separately.
• For more information on the Graduate Assistantship System and procedures: http://www.grad.uni.edu/assistantships/

Position Description:
• As a departmental assistant, you will help out with various departmental activities. Your duties may include:
  o Updating departmental website page
  o Collecting relevant information online
  o Organizing files
  o Writing articles for the departmental newsletter or other university publications
  o Taking and posting appropriate photos
  o Helping to create boards and other materials related to departmental programs
  o Representing the department at campus and other events
  o Helping with schedules and meetings for visiting professor, job candidates, and prospective students
  o Helping with various college events
  o Collecting and analyzing information for accreditation, assessment, and internal reports
  o Occasional photocopying
  o Occasional staffing of the frontdesk
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 Cumulative GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.

Application Process and Deadline: To apply, email the completed Application Form for Graduate Assistantship (available at https://grad.uni.edu/assistantships) to debra.laneville@uni.edu and admissionsprocessing@uni.edu.

Applications received by January 16, 2018 will be given preferential consideration.