

University of Northern Iowa

School of Applied Human Sciences

Position Title: Graduate Assistant for Counseling Program

Reports to: The assigned faculty member for each semester and the Counseling Division Chair. GA evaluations at the 3rd week and end of the semester will be completed by the assigned faculty, copied to the Counseling Chair and any particular concerns shared with the SAHS Director.

Terms of Employment:

- For the fall semester: 20 hours per week, beginning August 24, 2020 and ending December 18, 2020. Does not include the week of Thanksgiving break.
- For the spring semester: 20 hours per week, beginning January 11, 2021 and ending May 7, 2021. Does not include the week of Spring break.

Compensation:

- Full-time graduate assistantships (20 hours) receive \$5,395 per semester.
- Part-time graduate assistantships (10 hours) receive \$2,697.50 per semester.
- Salary is prorated on a weekly basis for 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, and the interims between semesters.
- PLEASE NOTE: Tuition scholarships are applied for and awarded separately.
- For more information on the Graduate Assistantship System and procedures: <http://www.grad.uni.edu/assistantships/>

Position Description:

Program Activities:

- Collecting and analyzing information for accreditation, assessment, and internal reports
- Updating the Counseling Program website/Facebook page
- Collecting relevant information online
- Organizing files
- Writing articles for departmental newsletter or other university publications
- Taking and posting appropriate photos
- Helping to create boards and others materials related to departmental programs

- Representing the department at campus and other events
- Helping with schedules and meetings for visiting professors, job candidates, prospective students, and interviewing students
- Helping with various college events
- Occasional photocopying
- Occasional staffing of the front desk
- Staffing hours at the counseling clinic, so that other students can record in rooms

Teaching Activities:

- Helping with faculty assessments
- Occasional photocopying
- Giving a lecture or doing a demonstration for feedback when the instructor is there
- Assisting with development of class materials
- Showing a video (if the professor is gone)
- Leading or participating in class discussions
- Acting as a “peer reviewer” for students
- Acting as a role model during class
- Acting as a resource for undergraduates interested in exploring the nature of graduate school
- Updating announcements on the course website and/or eLearning
- Supervising/monitoring student training
- Simulating individuals for assessment/therapy training or demonstrations

Research Activities:

- Conducting literature search
- Writing literature reviews or other parts of manuscripts
- Experiment design
- Collecting data
- Analyzing data
- Identifying appropriate archival materials
- Finding data or other information online
- Presenting data (in written or oral form)
- Coordinating clinic meetings and activities
- Designing websites and online materials related to research
- Conducting field research activities off-campus
- Acting as a liaison between department and other organizations (e.g. local businesses)
- Coordinating and applying for funding for conferences
- Helping to write grant applications
- Organizing and maintaining folders or drives that house articles, data, write-ups, etc.

- Monitoring and maintaining equipment and materials
- Completing IRB forms and maintaining and managing regulatory compliance
- Completing IRB training
- Cleaning data
- Coding data
- Coding articles (e.g., for meta-analyses)
- Entering data
- Recruiting participants
- Collecting data on campus (via telephone or elsewhere)
- Conducting interviews
- Responding to participant inquiries
- Helping to implement a community intervention

Qualifications:

- Must be a full-time, degree-seeking student in the UNI graduate program in Counseling
- Must be enrolled in 9 graduate credit hours each semester of the 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.

Application Process and Deadline:

- Email the completed Application Form for Graduate Assistantship (available at <http://www.grad.uni.edu/assistantships>) and your resume to the Program's Secretary, Donna Raubs (donna.raubs@uni.edu – (319) 273-6414) or bring hard copies of these materials to 235 Latham Hall.

Applications received by February 15 will be given preferential consideration.