University of Northern Iowa
Department of Geography/IASSA

Position Title: Graduate Assistant (GA) for IASSA Secretariat

Reports to (assistantship supervisor): GA reports to IASSA President, Andrey N Petrov (ARCTICenter, Department of Geography)

Terms of Employment:
- For the fall semester: 20 hours per week (full-time) or 10 hours per week (half-time), beginning August 20, 2018 and ending December 14, 2018. Does not include the week of Thanksgiving Break.
- For the spring semester: 20 hours per week (full-time) or 10 hours per week (half-time), beginning January 14, 2019 and ending May 10, 2019. Does not include the week of Spring Break.
- Specific work hours and duties will be determined in consultation with the Assistantship Supervisor and Graduate Coordinator

Compensation:
- Full assistantship stipend is $6,896 per semester (full-time) or $3,448 per semester (half-time).
- 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 College 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:
A Research Assistant is assigned to help with research activities in the Geography Department.
Examples of RA duties may include:

- Assisting with IASSA operations
- Maintain website and listserv
- Maintain email correspondence and social media
- Take and record meeting minutes
- Attending IASSA meetings
- Writing reports
- Doing literature search
- Collecting, storing and managing data
- Analyzing data
- Identifying appropriate archival materials
- Finding data or other information online
- Presenting data (in written, poster or oral form)
- Coordinating meetings and activities
- Designing websites and online materials
- Acting as a liaison between department and other organizations
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
Cleaning data
Coding data
Coding articles (e.g., for meta-analyses)
Entering data
Developing procedural manuals for research-related activities
Using PSPM (scheduling, crediting, dealing with participant inquiries)
Recruiting participants
Responding to participant inquiries
Helping to implement a community intervention

Qualifications:
- Must be a full-time, degree-seeking student in a UNI graduate program in Geography
- Must be enrolled in 9 hours applying to the graduate degree.
- Maintain a Plan GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.
- Bachelors degree in Geography or related discipline is preferred.

Application Process and Deadline: To apply email the completed Application Form for Graduate Assistantship (available at http://www.grad.uni.edu/assistantships) and other application documents as specified in the Graduate College and Geography Department websites to Geography Graduate Coordinator Dr. Andrey Petrov andrey.petrov@uni.edu

Applications received by February 1st will be given preferential consideration.