Position Title: Graduate Assistant

Reports to: Helen Harton, Graduate Coordinator, and 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 (10 hrs/week) salary for 2018-19 academic year is $2588 per semester.
- Salary will be prorated weekly 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, or the interims between semesters.
- For more information on the Graduate Assistantship System and procedures: http://www.grad.uni.edu/assistantships/

Position Description: We have several types of assignments (some of which may be mixed). These include teaching assistants, research assistants, departmental assistants, clinic coordinator and SONA coordinator.

Duties for a TA:
As a teaching assistant, you will be assigned to help with a class taught in the psychology department. Your duties may include:

Attending class sessions and taking notes
Reading for class
Meeting with the professor on a regular basis
Submitting exam questions
Grading homework and in-class assignments
Entering grades and maintaining a gradebook
Preparing study guides
Leading study sessions
Proctoring tests
Grading tests
Meeting with students during office hours or as arranged
Emailing struggling or regularly absent students.
Emailing students/responding to their emails
Helping students with special needs (e.g., reading test to blind student or recording answers for someone with a motor disability)
Responding to student emails
Conducting lab sessions
Entering data for class projects/labs
Analyzing data for class projects/labs
Presenting data for class projects/labs
Helping with in-class and lab activities
Teaching class when the instructor is unavailable (no more than the total equivalent of one week of class per semester)
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)
Administrating student assessments of teaching
Leading or participating in class discussions
Acting as a “peer reviewer” for students writing papers
Commenting on papers graded by the instructor, and assigning your judgment of the grade
Acting as a role model during class
Acting as a resource for undergraduates interested in exploring the nature of graduate school
Providing feedback and comments on class presentations or other projects, as augmentation of instructor feedback
Proof-reading student papers
Updating announcements on the course website and/or eLearning
Supervising/monitoring student training
Simulating individuals for assessment/therapy training or demonstrations

**Duties for an RA:**
As a research assistant, you will be assigned to a psychology lab where you will assist with research. Your duties may include:

Attending lab meetings
Writing abstracts for conferences
Completing IRB forms and maintaining and managing regulatory compliance
Doing literature search and finding/copying materials
Writing literature reviews or other parts of manuscripts
Cleaning data
Coding data
Coding articles (e.g., for meta-analyses)
Entering data
Analyzing data
Identifying and/or copying/organizing appropriate archival materials
Finding data or other information online
Presenting data (in written or oral form)
Helping to design studies/stimuli
Choosing measures
Scheduling and running study sessions
Using SONA (scheduling, crediting, dealing with participant inquiries)
Making instructional videos (e.g., how to sign up for SONA)
Overseeing undergraduate research assistants
Coordinating lab meetings and activities
Designing websites and online materials related to research
Collecting data on campus, via the telephone, or elsewhere
Conducting field research activities off campus
Recruiting participants
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
Locating and choosing materials for lab meetings (e.g., example articles)
Organizing and maintaining folders or drives that house articles, data, write-ups, etc.
Completing CITI Training
Conducting interviews
Monitoring and maintaining equipment and materials
Responding to participant inquiries
Helping to implement a community intervention

**Duties for a DA:**
As a departmental assistant, you will help out with various departmental activities. Your duties may include:

- Updating the departmental 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 other materials related to departmental programs
- Representing the department at campus and other events
- Helping with schedules and meetings for visiting professors, job candidates, and prospective students
- Helping with the CSBS Student Research Conference and other college events
- Helping with faculty assessments
- Collecting and analyzing information for accreditation, assessment, and internal reports
- Occasional photocopying
- Occasionally staffing the reception desk

**Duties for the Clinic Coordinator:**
As the clinic coordinator, you will be assigned to help with the administration of the Psychological Assessment Clinic. Duties may include:

- Contacting interested clients
- Identifying the presenting concerns/referral question
- Scheduling client sessions
- Maintaining clinic schedule
- Informing clients of Clinic fees for services
- Handling payments and depositing them to Jan
Writing up receipts
Ordering and organizing Clinic supplies
Maintaining documentation of Clinic funds
Maintaining phone log and client database
Organizing and storing client files
Organizing and storing clinic materials
Updating and distributing flyers and other advertisements
Handling other marketing issues as needed
Maintaining and updating the clinic website

Duties for the SONA Coordinator:
As the SONA coordinator, you will be assigned to help with the administration of the research participation pool. Duties may include:

Learning about options and functions on SONA
Doing approvals and administrative functions on the SONA system
Attending PSYCH 1001 classes to present information about the SONA system
Preparing informational materials on SONA for faculty or students
Grading homework assignments (papers submitted to the instructor assigned to the course, as a substitute for experiment participation through SONA),
Meeting with the SONA coordinator and intro professors regularly or as needed
Maintaining a gradebook and recording grades and participation credits
Responding to student questions about SONA or research requirements via email or ftf
Helping faculty and students with system and research pool-related questions
Compiling statistics related to SONA use
Investigating ways to make SONA or research participation more useful or easier

Qualifications:
- Must be a full-time, degree-seeking student in the UNI psychology graduate program.
- Must be enrolled in 9+ graduate-level credit hours 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.

Application Process and Deadline: To apply, email the completed Application Form for Graduate Assistantship (available at http://www.grad.uni.edu/assistantships) to Helen Harton at harton@uni.edu

Applications received by February 1 will be given preferential consideration.