Department Social Work

Position Title: Graduate Assistant for Engagement, Administration and Research

General Terms of Employment:

- For the Fall semester 10 hours per week, beginning August 21, 2023 and ending December 15, 2023. These dates might vary upon approval of the academic calendar.
- For the Spring semester 10 hours per week, beginning January 16, 2024 and ending May 10, 2024. These dates might vary upon approval of the academic calendar.

Compensation:

- Graduate Assistantship stipend is $2,779.00 for half-time and $5,558.00 for full-time per semester and may be prorated depending on start date.
- Graduate Assistants and their spouses may qualify for in-state tuition.
- Graduate Assistants may receive University holidays and do not work during the interims between semesters.
- For more information regarding Graduate Assistantship procedures review https://grad.uni.edu/funding.

1. Reports to: Adam Butler, Department Head (adam.butler@uni.edu)

Primary Responsibilities:

- Offering office support as needed
- Help keep office stocked and clean/neat
- Answer phones and/or email correspondence
- Print/photocopy as needed
- Additional tasks as needed

2. Reports to: Dr. Jaimie O’Gara, Professor and PI (jaimie.ogara@uni.edu)

Primary Responsibilities:
● Assisting with class preparation and management
  o Making copies
  o Uploading documents to Blackboard
  o Grading
  o Other tasks as needed

● Assisting with research tasks
  o Journal preparation
  o Locating literature
  o Formatting documents
  o Creating tables and figures
  o Other tasks as needed

3. Reports to: Jenny Becker, Director of Field Education
   (jennifer.becker@uni.edu)

Primary Responsibilities:
● Field Education Committee Meeting (and other meetings that Field Director chairs)
  o Schedule
  o Represent MSW student viewpoint
  o Take minutes

● SW Department or Field Conferences
  o Assist with registration
  o Assist with the day’s events

● Field Promotional Materials
  o Review materials
    • Make recommendations

● Update Field Sites listing (Cedar Valley; State of Iowa; Out of State)
● Update Volunteer Opportunities Listing Print/photocopy as needed
● Representing Social Work Department at various campus and community events
● Develop and maintain field bulletin board
● Update Guest Speakers listing
● Special projects as assigned
General Qualifications:

- Must be a full-time, degree-seeking student in a UNI's residential graduate program.
- Be regularly admitted without provisions to degree status in a graduate degree 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 and be fully declared in their graduate major.
- Must meet UNI's HRS employment eligibility.

Preferred Qualifications:

- Strong writing, presentation and communication skills
- Experience with general office work
- Basic knowledge of Word, Excel, Google Docs, and PowerPoint
- Strong formatting and writing skills
- Experience with Blackboard
- Experience with journal preparation
- Strong attention to detail
- Self-directed and proactive

Application Process and Deadline:

To apply, submit the Assistantship application form. Attach: resume, 3 references, and a cover letter. Direct your application to Cinthya Carrillo (sarina.carrillo@uni.edu).

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.