

University of Northern Iowa

Department of 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 2020 semester: 10 hours per week, beginning Aug. 24, 2020 and ending Dec. 18, 2020. Does not include the week of Thanksgiving Break.
- For the Spring 2021 semester: 10 hours per week, beginning Jan. 11, 2021 and ending May 7, 2021. Does not include the week of Spring Break.

**Compensation:**

- Half-time assistantship salary for 2020-21 is \$2697.50 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:

- Updating departmental website page
- Collecting relevant information online
- Organizing files
- Writing articles for the 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 various college events
- Collecting and analyzing information for accreditation, assessment, and internal reports
- Occasional photocopying
- Occasional staffing of the front desk

**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 UNI cumulative graduate GPA of at least 3.0. 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:** To apply, email the completed Application Form for Graduate Assistantship (available at <https://grad.uni.edu/assistantships>) to [donna.raubs@uni.edu](mailto:donna.raubs@uni.edu) and [admissionsprocessing@uni.edu](mailto:admissionsprocessing@uni.edu).

Applications received by February 15<sup>th</sup> will be given preferential consideration.