

University of Northern Iowa

Department of Social Work

Position Title: Research 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 research assistant, you will help out with various activities that support the work of a professor in the department.

Possible duties:

- Update webpages
- Collect relevant information online
- Create and organize files
- Compile and distribute materials
- Conduct reviews of the literature on specific topics and summarize results
- Data collection with individuals or groups (e.g., conducting surveys, interviews, etc.)
- Data entry and data management
- Make arrangements for meetings and events
- Develop/manage mailing lists and study population contact information
- Communicate professionally with students and faculty at UNI and elsewhere
- Taking minutes of meetings

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 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: To apply, email the completed Application Form for Graduate Assistantship (available at <http://www.grad.uni.edu/assistantships>) to donna.raubs@uni.edu and admissionsocessing@uni.edu.

Performance Evaluation

- Will occur early and late in each semester
- Will use the GA standard performance evaluation form

Applications received by February 15th will be given preferential consideration.