Position Title: Graduate Assistant for Social Work

Reports to: Reports to a faculty member, to be assigned.

Terms of Employment:

- For the fall semester: 10 hours per week, beginning August 26, 2019 and ending December 2019. Does not include the week of Thanksgiving Break.
- For the spring semester: 10 hours per week, beginning January 13, 2020 and ending May 8, 2020. Does not include the week of Spring Break.

Compensation:

- Half-time assistantship salary for 2019-20 is $2,642 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 semester.
- 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 and admissionsprocessing@uni.edu.

Applications received by January 16, 2019 will be given preferential consideration.