Position Title: Research Assistant

Reports to: Reports to a faculty or staff member in the department as assigned

Terms of Employment:
- For the fall semester: 10 hours per week, beginning August 26, 2019 and ending December 20, 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 semesters.
- Graduate tuition scholarships are awarded separately.
- For more information on the Graduate Assistantship System and procedures: [http://www.grad.uni.edu/assistantships/](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 admissionsprocessing@uni.edu.

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

Performance Evaluation
• Will occur early and late in each semester
• Will use the GA standard performance evaluation form