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 20, 2018 and ending December 14, 2018. Does not include the week of Thanksgiving Break.
- For the spring semester: 10 hours per week, beginning January 14, 2019 and ending May 10, 2019. Does not include the week of Spring Break.

Compensation:

- Half assistantship salary is $ 2,588.00 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 Cumulative GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.
**Application Process and Deadline:** To apply, email the completed Application Form for Graduate Assistantship (available at [http://www.grad.uni.edu/assistantships](http://www.grad.uni.edu/assistantships)) to debra.laneville@uni.edu and admissionsprocessing@uni.edu.

Applications received by January 16, 2018 will be given preferential consideration.

**Performance Evaluation**

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