Position Title: Graduate Research Assistant

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

Terms of Employment:
- For the fall semester: 20 or 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: 20 or 10 hours per week, beginning January 14, 2018 and ending May 10, 2019. Does not include the week of Spring Break.

Compensation:
- Full assistantship salary is $5176 per semester. Half assistantships may be awarded. Salary is prorated on a weekly basis for late start.
- 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.
- Tuition scholarships are applied for and 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. Possibilities include:
  - 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 to 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 Plan and Cumulative GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00
- Demonstrated commitment to diversity and Women’s and Gender Studies
- Excellent written and oral communication skills; strong interpersonal and organizational skills
- Demonstrated ability to be self-motivated and to conduct oneself in a highly professional and ethical manner
- Proficiency with Microsoft Word, Photo Shop, and knowledge of web page development is desirable

Application Process and Deadline: To apply email the completed Application Form for Graduate Assistantship (available at http://www.grad.uni.edu/assistantships) to staycie.lyman@uni.edu by February 1, 2018.