

# University of Northern Iowa

## Women's and Gender Studies

---

**Position Title:** Graduate Programming 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 26, 2019 and ending December 20, 2019. Does not include the week of Thanksgiving Break.
- For the spring semester: 20 or 10 hours per week, beginning January 13, 2020 and ending May 8, 2020. Does not include the week of Spring Break.

**Compensation:**

- Full assistantship salary is \$5284 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:**

- Assists in development, planning and implementation of WGS programming, including such events as the Clothesline Project, Women's History Month, CROW forum, and other programs.
- Represents the WGS program at a variety of events, including recruitment events, the Rainbow Reception and Campus Diversity Fair.
- Is responsible for compiling and distributing WGS-related announcements to campus and the broader community.
- Other duties as assigned by the WGS director.

**Qualifications:**

- Must be a full-time, degree-seeking student in a UNI graduate program
- Must be enrolled in 9 qualifying graduate credit hours each semester of assistantship.

- Maintain a UNI cumulative graduate 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 [staycie.lyman@uni.edu](mailto:staycie.lyman@uni.edu) by February 1, 2019.