

University of Northern Iowa

Women's and Gender Studies

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 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:

- 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 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.
- 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, 2019.