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 24, 2020 and ending December 18, 2020. Does not include the week of Thanksgiving Break.
- For the spring semester: 20 or 10 hours per week, beginning January 11, 2021 and ending May 7, 2021. Does not include the week of Spring Break.

Compensation:
- Full assistantship salary is $5395 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, SWAG forum, Take Back The Night and any other additional programming.
- 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 data and announcements to campus and the broader community. This includes working with marketing to create posters, writing a WGS Newsletter, WHM Calendar, and updating the WGS webpage and social media accounts.
- Other duties can include: being a mentor to incoming students, interviewing students or others and grant writing.
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 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) to staycie.lyman@uni.edu by February 1, 2020.