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 23, 2021 and ending December 17, 2021. Does not include the week of Thanksgiving Break.
- For the spring semester: 20 or 10 hours per week, beginning January 10, 2022 and ending May 6, 2022. 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: Starting October 15th, all Tuition Scholarships and Graduate Assistantship applications will use the new online GA and TS forms. The Excel application forms will be discontinued. The WGS application deadline is February 1, 2022.