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 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:
- 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: 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.