Position Title: Graduate Assistant for Communications & Training / Development

Reports to:
David Marchesani, Interim Director
Office of Academic Advising
102 Gilchrist Hall, University of Northern Iowa
Cedar Falls, Iowa 50614-0389
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Terms of Employment:
- For the fall semester: 20 hours per week, beginning August 21, 2017 and ending December 15, 2017. Does not include the week of Thanksgiving Break.
- For the spring semester: 20 hours per week, beginning January 8, 2018 and ending May 4, 2018. Does not include the week of Spring Break.
- **Evening work may be required with this graduate assistantship position.**

Compensation:
- Full assistantship salary for 2017-18 is $5,120 per semester.
- 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.
- For more information on the Graduate Assistantship System and procedures: [http://www.grad.uni.edu/assistantships/](http://www.grad.uni.edu/assistantships/)

Position Description:
With direction from the Office of Academic Advising staff, this position will:
- Develop communications and resources related to academic advising with particular focus on first-year students as well as campus-wide faculty / staff academic advisors.
  - Campus-wide Academic Advisor Communication Plan
• Writing for and publishing the bi-monthly *Advising Express* – newsletter for faculty/staff academic advisors

• Maintain and enhance the web-based tools and resources.
  - [Academic Advisor Handbook](#)
  - Academic Advisor Development eLearning site
  - Academic Advisor Development Portal Web Page (new for 2017-18)

• Assist in coordinating and implementing training and development programs for faculty and staff related to academic advising.
  - Faculty/Staff First Year Student Forum
  - New and Second-Year Academic Advisor In-Service
  - Spring Faculty/Staff Development: Academic Advising Workshops

• Create and distribute multimedia information productions related to academic advising as well as first-year and deciding students.

• Develop academic / major and career decision-making information and resources for students and faculty/staff.

**Office of Academic Advising Overview:**

• The Office of Academic Advising is part of the Academic Affairs Division providing services to assist students in achieving personal, academic, and career goals at UNI.

• The Office focuses on student populations in transition - first year students, students exploring major options or “deciding” students, students seeking alternate majors, and students reassessing their current academic situation (e.g. students re-admitted after suspension and students on academic warning or probation).

• Our mission is to help students clarify life / educational goals, utilize both on- and off-campus resources, select appropriate coursework and other educational opportunities, and assist in resolving academic difficulties.

• In addition, the Office of Academic Advising coordinates undergraduate academic advising for all new student orientations and campus-wide advising events, as well as promoting and developing academic advising resources for both students and faculty / staff academic advisors participating in the Intake Model.

• More information about the services, programs/events, and resources provided by the office of Academic Advising for both students and university faculty and staff can be found at [http://www.uni.edu/advising](http://www.uni.edu/advising)

**Qualifications:**

• Must be a full-time, degree-seeking student in a UNI graduate program.
  - [Postsecondary Education / Student Affairs, Communication, English, and Curriculum and Instruction graduate programs are preferred.](#)

• 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.
• Candidate should possess excellent written communication skills, strong interpersonal and organization skills, and a demonstrated ability for attention to detail, to be self-motivated and creative, and to conduct oneself in a professional manner.
• Prior experience in publication and/or web-development, as well as the design and implementation of programming is preferred.

Application Process and Deadline:
Candidates in the Postsecondary Education: Student Affairs program:
As part of the admissions process to the Postsecondary Education: Student Affairs program, you are required to submit the following documentation in addition to your personal statement: resume, cover letter, and the Application for Graduate Assistantship to Dr. Michael Waggoner (Mike.Waggoner@uni.edu).

Candidates outside of the Postsecondary Education: Student Affairs program:
To apply, e-mail the completed Application Form for Graduate Assistantship (available at http://www.grad.uni.edu/assistantships), resume, and cover letter to David Marchesani (Office of Academic Advising / 102 Gilchrist Hall / david.marchesani@uni.edu)

Applications received by April 20, 2017 will be given preferential consideration.

This position is tentatively OPEN for the 2017-18 academic year.