University of Northern Iowa
Office of Academic Advising

Position Title: Graduate Assistant for Communications & Training / Development

Reports to:

David Marchesani
Office of Academic Advising
102 Gilchrist Hall, University of Northern Iowa
Cedar Falls, Iowa 50614-0389
(319) 273-3406
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Terms of Employment:

- For the fall semester: 20 hours per week, beginning August 20, 2018 and ending December 14, 2018. Does not include the week of Thanksgiving Break.
- For the spring semester: 20 hours per week, beginning January 14, 2019 and ending May 10, 2019. Does not include the week of Spring Break.
- Evening work <u>may</u> be required with this graduate assistantship position.

Compensation:

- Full assistantship salary for 2018-19 is $5,176 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/

Position Description:

- Maintain the **campus-wide academic advisor communication plan developing and facilitating communications and resources for academic advisors and undergraduate students** related to academic advising, student transition and success, and semester registration with particular focus on first-year students
- Planning and writing for and publishing the bi-monthly *The Advising Express* **e-newsletter** for campus-wide faculty/staff academic advisors

- Maintain and enhance the web-based tools and resources of the **Academic Advisor Development eLearning site** and the **Academic Advisor Portal web page** (new in 2017-18).
- Assist in coordinating and implementing the training and development programs of the **New and Second-Year Academic Advisor In-Service**, the **Spring Faculty/Staff Development: Academic Advising Workshops**, and the monthly **Snack and Learn** sessions for faculty and staff related to academic advising.
- Create and distribute **multimedia information and resources** related to topics in 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.
- Organize the events of **Majors in Minutes (fall semester)** and **Love My Major Month (spring semester)** sponsored by the Office of Academic Advising.
  - Majors in Minutes is a highly successful event, typically drawing 400 students to participate, utilizes a speed dating approach to engage students to learn about majors of interest from current students.
  - Love My Major Month is a new endeavor involving a month of events from career interest activities and student organization visit days, an alumni panel, to a final "Declaration Day."
- Coordinate the events of the **Office of Academic Advising / Gilchrist Hall Open House** (fall semester) and **Advising Week** (fall semester).
- Attend and participate in designated **advisor development and planning meetings / activities**.

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

Qualifications:

- Must be a full-time, degree-seeking student in a UNI graduate program.
  - o **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)

This position is **FILLED** for the 2018-19 academic year.