University of Northern Iowa
Office of Academic Advising

Position Title: Graduate Assistant for Career Development

Please note that this position has two options:
Option 1: Career Development Programming
Option 2: Career Development Programming and Academic Advising

Reports to:
David Marchesani
Office of Academic Advising
102 Gilchrist Hall, University of Northern Iowa
Cedar Falls, Iowa 50614-0389
(319) 273-3406
Email: david.marchesani@uni.edu

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 may 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:
In collaboration with the Career Development Coordinator / Academic Advisor in the Office of Academic Advising, this position will be integral to the activities, resources, and student engagement related to career development through one of two options:

Option 1: Career Development Programming Position Description:

- Develop, promote, and facilitate **programming for transfer students** on transitions to UNI and becoming part of the community, academic/career decision making, and semester registration and other university policies and procedures.
- Coordinate the career development 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.” This will include coordination with the Offices of Career Services, the Alumni Association, as well as academic departments from throughout campus.
- Create, research, and maintain the **What Can I Do with my Major blog** to include postings on academic and career-related information as well as conducting interviews with faculty, seniors, and recent UNI alumni from all academic programs across campus.
- Facilitate the **Student2Student** program development and implementation through the Exploring Living Learning Community in Bender Hall and other locations throughout campus.
  - Student2Student is a student-organization conducted program to promote an academic program with an engagement-based / hands-on activity followed by discussion of the academic major and related careers.
- Develop and maintain **academic / major and career decision-making communications and resources** for students in both electronic and formats.
- Attend and participate in designated **advisor development and planning meetings / activities**.

Option 2: Career Development Programming and Academic Advising Position Description:

- Responsibilities included in Option 1 Career Development Programming position above
- Provide **individual transfer student guidance and follow up** for transition questions, academic/career decision making, and semester registration during the academic year and at new student orientations.
• Utilizing a plan develop by an academic advisor in the Office of Academic Advising, this position will providing **coaching to sophomore, junior, or senior deciding students** for the completion of appropriate exploration and decision-making 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 advising.uni.edu.

**Qualifications (both options):**

• Must be a full-time, degree-seeking student in a UNI graduate program.
  o Postsecondary Education / Student Affairs graduate program is 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 oral and written communication skills, strong interpersonal and organization skills, and a demonstrated ability to be self-motivated and to conduct oneself in a professional manner.
• Individual should have a strong interest in academic advising and working with first-year students as a future career direction.

**Additional Qualification for Option 2 Programming and Academic Advising position:**

• **Must have prior undergraduate experience at the University of Northern Iowa as either an Office of Academic Advising Peer Academic Advisor in Residence (PAIR) or as a Summer Orientation Staff member.** For a student who does not possess such experience, they can choose to meet this requirement through a Summer Orientation
and New Student Registration internship with the Office of Academic Advising prior to the start date of the graduate assistant experience.

- Please note: The nature of this position requires prior experience in academic advising related opportunities at the University of Northern Iowa or equivalent training to provide quality and accurate information as well as meet the expectations for academic advising by undergraduate students.

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)

Position is tentatively open for the 2018-19 academic year but is dependent on funding availability.