

University of Northern Iowa Office of Academic Advising Academic Year 2020-21

Position Title: Graduate Assistant for Academic Advising

Reports to:

Kim Bock, Associate Director
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 24, 2020 and ending December 18, 2020. Does not include the week of Thanksgiving Break.
- For the spring semester: 20 hours per week, beginning January 11, 2021 and ending May 7, 2021. Does not include the week of Spring Break.
- Evening work may be required with this graduate assistantship position.

Compensation:

- Full assistantship salary for 2019-20 \$5,284 is per semester. Full assistantship salary for the 2020-21 academic year will be updated by January 31, 2020.
- 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.
- The Graduate Assistant may have the opportunity to be hired as a student employee during the week prior to the start of the fall (week of August 17, 2020) and spring (week of January 4, 2021) semesters to assist the Office of Academic Advising with new student orientations and registration and in-office academic advising. Specific days/hours to be worked during those weeks would be determined by mutual agreement between the student and the graduate assistant supervisor.
- For more information on the Graduate Assistantship System and procedures: <https://grad.uni.edu/assistantships>

Position Description:

- Provide **individual first-year student guidance for academic/career decision making and semester registration** during the academic year and at new student orientations.
- Support the academic / major and career decision making process of **individual sophomore, junior, and senior year exploratory / deciding students**.
- Promote the services of the Office of Academic Advising to **students considering or changing majors** through outreach, development of resources, and presentations.
- Assist in the operations and facilitation of the **Peer Academic Advisor** program.
- Collaborate in the planning and implementation for the **office and campus-wide academic advising events**.
- Represent the Office of Academic Advising in **prospective and admitted student** visitation days and presentations.
- Develop communications, engagement, and programming opportunities for **focused first-year student populations**.
- Assist with **program development and coordination for major and career exploration** for both first-year and exploratory / deciding students.
- Create and maintain **academic / major and career decision-making communications and resources** for students in both electronic and print formats.
- Cultivate, maintain, and enhance the **Office of Academic Advising Facebook page**, the **Majors Decisions blog**, and **other social media** to include postings on student transitions and success, as well as with academic and career-related information from all academic programs across campus.
- Attend and participate in designated **advisor development and planning 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 who are declared as exploratory / deciding, students changing majors or 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 <https://advising.uni.edu/>

Qualifications:

- Must be a full-time, degree-seeking student in a UNI graduate program.
 - Postsecondary Education / Student Affairs graduate program is preferred.
- Must be enrolled in 9 graduate credits each semester of assistantship.
- Maintain a UNI cumulative graduate GPA of at least 3.00. A newly admitted graduate student must have at least a 3.0 GPA for undergraduate or previous graduate work of at least 8 graded credit hours.
- **Must have prior undergraduate experience at the University of Northern Iowa either as 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.*
- 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.

Application Process and Deadline:

Students in the ***Postsecondary Education: Student Affairs program***:

- ***Newly Admitted Students***: Will receive information about applying for Graduate Assistant positions in their acceptance letters.
- ***Current Students***: To apply, e-mail the completed Application Form for Graduate Assistantship (available at <https://grad.uni.edu/assistantships>), resume, and cover letter to Kim Bock (Office of Academic Advising / 102 Gilchrist Hall / kimbock@uni.edu).
Applications must be received by Friday, February 14, 2020 by 4:30 p.m.

Candidates ***outside of the Postsecondary Education: Student Affairs program***:

To apply, e-mail the completed Application Form for Graduate Assistantship (available at <https://grad.uni.edu/assistantships>), resume, and cover letter to Kim Bock (Office of Academic Advising / 102 Gilchrist Hall / kimbock@uni.edu). **Applications must be received by Friday, February 14, 2020 by 4:30 p.m.**

This position is **ANTICIPATED TO BE OPEN** for the 2020-21 academic year.