

University of Northern Iowa
Research and Sponsored Programs

Position Title: Graduate Assistant

Reports to: Anita Gordon, Director of Research Ethics at
anita.gordon@uni.edu

Terms of Employment:

- Fall semester: 20 hours per week, beginning *August 20, 2019* and ending *December 20, 2019*.
- Spring semester: 20 hours per week, beginning *January 1, 2020* and ending *May 8, 2020*.

Compensation:

- The salary for a full-time assistantship in AY 2019-2020 will be \$5,284 per semester.
- 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:

General Responsibilities

Provide research, administrative, planning, and marketing support to the Office of Research & Sponsored Programs.

Specific Tasks

- Assist in the planning and marketing of academic ethics trainings and events (e.g., assist in designing sessions,

developing handouts, creating and distributing flyers, posting announcements, etc.)

- Assist and support Institutional Review Board in data entry, communicating about requirements and screening protocols for IRB review, and sending approval letters
- Provide support for conferences and workshops (e.g., reserve rooms, register attendees, order refreshments, collect evaluation forms, distribute attendance certificates, etc.)
- Update and maintain selected portions of the website & bulletin boards, and communicate on social media about events and issues
- Coordinate and support seed grant and/or research award competitions
- Develop evaluation forms or brief online surveys
- Conduct online searches for grant funding
- Take, obtain, and/or and post appropriate photos
- Represent the office at campus and other events
- Occasional photocopying, filing, and other clerical tasks

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 UNI cumulative 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.

- Some experience with Excel and Word required.
- Demonstrated skills in marketing & event planning preferred.
- Strong oral and written communication skills preferred.
- Research experience is helpful, but not required.

Application Process and Deadline: To apply, email the completed Application Form for Graduate Assistantship (available at <http://www.grad.uni.edu/assistantships>) as well as resume and cover letter to anita.gordon@uni.edu. Cover letter should address candidate's familiarity or experience with various job tasks listed above. The position is open until filled, but applications **received by March 25, 2019** will receive first consideration.