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.