UNIVERSITY OF NORTHERN IOWA
OFFICE OF UNIVERSITY RELATIONS

Position Title: Graduate Assistant for Student Programs and University Outreach

Reports to:

- Madeline Allen-Kasten, Advertising Manager, madeline.allen@uni.edu, 319-273-2761
- Sara Kies, Assistant Director for Marketing and Brand Strategy, sara.kies@uni.edu, 319-273-2761

Semesters of employment available: Fall 2021 and Spring 2022

General Terms of Employment:

- For the fall semester, 20 hours per week, beginning August 23, 2021 and ending December 4, 2021. Exact dates will be shared after the academic calendar is approved.
- For the spring semester 20 hours per week, beginning January 25, 2022 and ending May 7, 2022. Exact dates will be shared after the academic calendar is approved.

Compensation:

- Graduate Assistantship stipend is $5,395.00 for full-time per semester and may be prorated depending on start date
- Graduate Assistants may qualify for in-state tuition and fees
- Graduate Assistants may receive University holidays and do not work during the interims between semesters
- For more information on the Graduate Assistantship System and procedures review https://grad.uni.edu/faq-graduate-assistantship.

Position Duties:

- Oversee the student management of UNI's Mascot Program, including the hiring process, hosting tryouts, training, and student scheduling.
- Oversee the implementation and management of the UNI Street Team, including the hiring process, training, and appearance scheduling.
- Communicate with departments across campus regarding events and appearances.
- Manage external communications, including event requests and community partnerships.
- Maintain a record of all appearances, including team hours and types of events.
- Coordinate with the University Relations secretary for sending and processing invoices after appearances.
- Prepare an annual Year-End Report for University Relations management for all student programs.
• Coordinate day-to-day tasks related to the student programs, including mascot laundry, supply and material ordering, and promotional giveaway item preparation.
• Assist University Relations management in brand awareness and development projects.
• Work occasional Mascot Program and Street Team events.
• Conduct program assessment as necessary.

General Qualifications:

• Must be a full-time, degree-seeking student in a UNI's graduate program
• Must be enrolled in 9 hours applying to the graduate degree
• Maintain a cumulative GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00
• Have an official transcript on file in the Office of Admissions
• Be regularly admitted without provisions to degree status in a graduate degree program
• Must meet UNI's employment eligibility

Preferred Qualifications:

• Hardworking
• Detail-Oriented
• Adaptable
• Desire to Learn
• Organized
• Strong Communication Skills
• Administrative Skills
• Proficiency with Google Suite and Microsoft Office
• Self-Motivated

Application Process and Deadline:

To apply, submit the Assistantship application form and attach: a resume, 3 references (name, position, and contact information), and a cover letter. Direct your application to Madeline Allen-Kasten, Advertising Manager, madeline.allen@uni.edu.

UNI actively seeks to enhance diversity and is an Equal Opportunity/Affirmative Action employer. The University encourages applications from persons of color, women, individuals living with disabilities, and protected veterans. All qualified applicants will receive consideration for employment without regard to age, color, creed, disability, gender identity, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other basis protected by federal and/or state law.