

University of Northern Iowa

Academic Learning Center

Position Title: Graduate Assistant for Academic Achievement & Retention Services

Reports to: Kathy Peters, AARS Coordinator, 007 ITTC, Kathleen.peters@uni.edu, (319) 273-6023

Terms of Employment:

- For the fall semester: 20 hours per week, beginning August 21, 2017 and ending December 15, 2017. Does not include the week of Thanksgiving Break.
- For the spring semester: 20 hours per week, beginning January 8, 2018 and ending May 4, 2018. Does not include the week of Spring Break.
- Specific work schedule to be arranged.

Compensation:

- Full assistantship salary is \$5,120 per semester.
- Salary will be prorated weekly for a 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:

The mission of the Academic Learning Center (ALC) is to inspire, challenge, and empower students to achieve academic success. The ALC is comprised of six programs that encompass advising, tutoring, and testing services. For more information about the Academic Learning Center, visit our website at <http://www.uni.edu/unialc/>.

One of the ALC's programs is the Academic Achievement and Retention Services (AARS). The AARS is an advising program that inspires students to achieve academic success and empowers them to develop personal and professional strengths. This position will support AARS.

Characteristic duties and responsibilities include:

1. Participating in ongoing training related to advising.
2. Studying related research in areas including advising, and supporting students from diverse backgrounds.
3. Meeting students in individual advising sessions and referring students to appropriate resources as necessary.
4. Preparing, presenting, and evaluating materials for the Strategies for Academic Success course.
5. Attending and contributing to advising meetings.
6. Preparing an end-of-semester document for program planning and evaluation.
7. Maintaining accurate records of services provided to students.
8. Maintaining confidentiality of students and following departmental policies and procedures.
9. Creating and updating program resources as needed.
10. Assisting the AARS Coordinator with other program duties as requested.

Qualifications:

- Must be a full-time, degree-seeking student in a UNI graduate program.
- Must be enrolled in 9 graduate credits each semester of internship.
- Maintain a Plan GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.
- Required qualifications include: attention to detail; effective oral and written communication skills; a desire to help others succeed; and responsibility and ability to keep commitments.
- The candidate should be comfortable working with students from various backgrounds and majors.
- The candidate should be comfortable gaining expertise in unfamiliar areas such as advising, University policies and procedures, and study/ learning processes.
- Tutoring, advising, presenting, and/or researching 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>) and email the two additional documents (resume or vita and a 1-2 page short essay describing your interest in the position) to Kathleen Peters (Kathleen.peters@uni.edu).

Applications received by Thursday, March 23, 2017, will be given preferential consideration.