

# University of Northern Iowa

## Academic Learning Center

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**Position Title:** Assistant Curriculum Developer (Math and Science Services)

**Reports to:** Latricia Hylton, ITTC 007, [Latricia.Hylton@uni.edu](mailto:Latricia.Hylton@uni.edu), 319-273-2361

### **Terms of Employment:**

- For the fall semester: 10 hours per week, beginning August 21, 2017 and ending December 15, 2017. Does not include the week of Thanksgiving Break.
- For the spring semester: 10 hours per week, beginning January 8, 2018 and ending May 4, 2018. Does not include the week of Spring Break.
- This position may require weekend hours including Sundays in addition to the Monday through Friday hours.

### **Compensation:**

- Half assistantship salary is \$2,560 per semester. 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.
- Graduate Assistants may apply for Graduate Tuition Scholarships which are awarded separately.
- For more information on the Graduate Assistantship System and procedures: <https://www.grad.uni.edu/assistantships/>

### **Position Description**

Graduate Assistants in Math and Science Services assist the Math Coordinator with duties and responsibilities. These duties include but are not limited to:

- Teaching short courses and making presentations,
- Assisting with program assessment, evaluation, and program improvements,
- Assisting with training and mentoring of staff,
- Tutoring in mathematics and/or science,
- Evaluating and developing curriculum including online training courses,
- Database management,
- Promoting and marketing the services of the Math and Science Services, and
- Other duties as assigned.

### **Qualifications**

- Must be a full-time, degree-seeking student in Mathematics, Mathematics Education, or the Professional Science Master's in Industrial Mathematics graduate programs at UNI.
- Must be enrolled in 9 graduate level credits each semester of assistantship.

- Maintain a Plan and cumulative GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.
- B.A. degree in mathematics or equivalent field with strong emphasis in data analysis and management information system.
- Experience with Access or other database software strongly preferred.

**Application Process and Deadline:** To apply email the completed Graduate Assistantship Application available at <https://www.grad.uni.edu/assistantships>), a resume, fall 2017 course schedule, and a current unofficial transcript to Latricia.Hylton@uni.edu. Applications received by Thursday, March 23, 2017 will be given preferential consideration.