Position Title: Graduate Assistant for Advising and Academic Coaching

Reports to: Emily Borcherding, CRLC Coordinator, 008 ITTC, Emily.borcherding@uni.edu, (319) 273-2361
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Terms of Employment:
- For the fall semester: 20 hours per week, beginning August 24, 2015 and ending December 18, 2015. Does not include the week of Thanksgiving Break.
- For the spring semester: 20 hours per week, beginning January 11, 2016 and ending May 6, 2016. Does not include the week of Spring Break.
- Specific work schedule to be arranged.

Compensation:
- Full assistantship salary is $4,920 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/.

Two of the ALC’s programs are Academic Achievement and Retention Services (AARS) and the College Reading and Learning Center (CRLC). AARS is an advising program that inspires students to achieve academic success and empowers them to develop personal and professional strengths. The CRLC provides services to help students develop and apply effective reading, learning, study, and time management strategies. This position will support both the AARS and the CRLC programs.

Characteristic duties and responsibilities include:

1. Participating in ongoing training related to advising and academic coaching.
2. Studying related research in areas including advising, academic coaching, and supporting students from diverse backgrounds.
3. Meeting students in individual advising and/or tutorial sessions and referring students to appropriate resources as necessary.
4. Creating and presenting workshops for UNI students, faculty, and staff.
5. Preparing and presenting materials for the Strategies for Academic Success course.
6. Attending and contributing to staff meetings and individual meetings within the department.
7. Preparing an end-of-semester document for program planning and evaluation.
8. Maintaining accurate records of services provided to students.
9. Maintaining confidentiality of students and following departmental policies and procedures.
10. Creating and updating program resources as needed.
11. Assisting the AARS/CRLC Coordinators 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 assistantship.
- 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; 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 studying, advising, and reading and 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 Emily Borcherding (Emily.borcherding@uni.edu).

Applications received by April 3, 2015 will be given preferential consideration.