University of Northern Iowa
Academic Learning Center

Position Title: Graduate Assistant for Math and Science Services
Reports to: Latricia Hylton, ITTC 007, Latricia.Hylton@uni.edu, 319-273-2361

Terms of Employment:
- For the fall semester: 10 hours per week, beginning August 24, 2015 and ending December 18, 2015. Does not include the week of Thanksgiving Break.
- For the spring semester: 10 hours per week, beginning January 11, 2016 and ending May 6, 2016. Does not include the week of Spring Break.
- This position requires weekend hours including Sunday from 6pm to 9pm in addition to the Monday through Friday hours between 8am and 5pm.

Compensation:
- Half assistantship salary is $2,460 per semester.
- Salary will be prorated weekly 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: http://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 courses and making presentations
- Assisting with program assessment and program improvements
- Assisting with training and mentoring of staff
- Tutoring in mathematics and/or science
- Evaluating and developing curriculum
- Project, website, and database management
- Other relevant duties as assigned

Qualifications
- Must be a full-time, degree-seeking student in a Mathematics or the Professional Science Master’s in Industrial Mathematics graduate program 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.

Revised 3/24/2015 LH
• B.A. degree in mathematics or equivalent field with strong emphasis in data analysis, assessment and/or project management.

**Application Process and Deadline:** To apply email the completed Application Form for Graduate Assistantship and Graduate Tuition Scholarship (available at [http://www.grad.uni.edu/graduate-assistant-positions-graduate-college](http://www.grad.uni.edu/graduate-assistant-positions-graduate-college)), a resume, and a current unofficial transcript to Latricia.Hylton@uni.edu. Applications received by Tuesday, March 31, 2015 will be given preferential consideration.