Position Title: Graduate Assistant for Writing Center

Reports To: Deanne Gute, PhD, Writing Coordinator, 008 ITTC
319-273-6424 or Deanne.Gute@uni.edu

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.
• Specific work schedule to be arranged.

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.
• For more information on the Graduate Assistantship System and procedures:
  • http://www.grad.uni.edu/assistantships/

Position Description:
• Participates in training program culminating in International College Reading and Learning Association tutor certification
• Provides writing feedback and instruction to enrolled graduate and undergraduate students in individual appointments
• Facilitates small-group writing support
• Promotes the Writing Center on campus
• Presents and conducts workshops on topics related to writing and research across the curriculum
• Assists the Writing Coordinator with research and creative projects, depending on interests and expertise (Writing Coordinator is currently pursuing research on student engagement and flow)
• Completes appointment summaries and student data tracking
• Assists with program data analysis and reporting
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.
• Must maintain a Plan GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.
• High-energy and personable with strong interpersonal skills
• Exceptional analytical and report-writing skills
• Knowledge of effective writing processes
• Attention to detail
• Ability to explain concepts precisely and adapt to various audiences
• A strong sense of curiosity and a desire to help others succeed
• Responsibility and ability to keep commitments
• Ability to work with students from all majors and multiple genres, including professional and scientific writing
• Familiarity with conventions of empirical research reporting, including characteristics of effective Problem, Purpose, Literature Review, Methods, and Significance sections
• Expertise in APA style preferred; willingness to gain expertise in APA, MLA, and Chicago citation styles
• Mentoring, tutoring, or teaching experience is helpful, but not required.

Application Process and Deadline:
To apply, email the completed Application Form for Graduate Assistantship (available at http://www.uni.edu/unialc/WritingCenter/writingPosition.html), a cover letter, Writing Center GA application, resume or vita, and a 10-20 page writing sample incorporating source material (preferably in APA style), to Deanne.Gute@uni.edu.

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