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 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.
- Specific work schedule to be arranged.

Compensation:
- Half assistantship salary is $2,560 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/](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, motivation, 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; willingness to gain expertise in 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, the Writing Center GA application (available at uni.edu/unialc/writing-center/job-opportunities), a cover letter, 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 March 22, 2017, will be given preferential consideration.