Graduate Assistantship in
Office of Community Engagement:
Community Engagement Support

**Position Title:** Graduate Assistant for Office of Community Engagement Support

**Reports to:** Julianne Gassman  
Director, Community Engagement  
107 A Human Performance Center  
319-273-2204  
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**Semesters of employment available:** Fall 2022 and Spring 2023

**Terms of Employment:**
- For the fall semester: 20 hours per week (or 10 if half award), beginning August 22, 2022, and ending December 16, 2022.
- For the spring semester: 20 (or 10 if half award) hours per week, beginning January 17, 2023, and ending May 12, 2023. Does not include the week of Spring Break.

**Compensation:**
- Full-time assistantship salary for 2022-23 is $5476.00 per semester.
- Half-time assistantship salary for 2022-23 is $2,738.00 per semester.
- Salary is prorated on a weekly basis for late start.
- 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/faq-graduate-assistantship](http://www.grad.uni.edu/faq-graduate-assistantship)

**Position Description:**
- Plan and facilitate student volunteer events, MLK Day of Service, blood drives, days of service events, volunteer training, etc.
- Serve as the initial access point for student and student group volunteer requests in collaboration with the Volunteer Center for the Cedar Valley
- Update and develop educational materials to raise awareness of the Office of Community Engagement related to student, faculty and staff community engagement/service
- Enhance and elevate events, including The Annual Town Hall for Community Engagement, Student Community Engagement Fair, and the Cedar Valley Nonprofit Awards Luncheon, Community Engagement Celebration Day, and other events as needed.
- Collect data from student organizations, faculty, and staff for the community engagement database
- Create & publish content to the UNI Community Engagement Website and other platforms (including social media)
• Create promotional materials such as brochures, newsletters, and pamphlets for Community Engagement at UNI as well as for any service events that occur.
• Assist in the creation and distribution of the Office of Community Engagement monthly newsletter
• Other duties as assigned

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 UNI cumulative GPA of at least 3.00. A newly admitted graduate student must have at least a 3.0 GPA for undergraduate or previous graduate work of at least 8 graded credit hours.
• Demonstrated excellent written and oral communication skills
• Attention to detail in written work
• Strong interpersonal skills
• Ability to work independently
• Strong computer skills: Word, Excel, PowerPoint, Publisher, Facebook, video streaming
• Demonstrated ability to learn and apply new technology
• Demonstrated problem solving abilities

Application Process and Deadline: To apply email the completed Application Form for Graduate Assistantship (available at http://www.grad.uni.edu/assistantships), a resume, and a letter of application addressing your interest and skill set as they relate to this position to julianne.gassman@uni.edu.

Incomplete application packages and/or applications with spelling, grammar, or punctuation errors will not be considered.

Applications will be accepted until the position is filled.