University of Northern Iowa
Center for Multicultural Education

**Position Title:** Graduate Assistant for the Center for Multicultural Education

**Reports to:** Program Coordinator

University of Northern Iowa
109 Maucker Union
Cedar Falls, IA 50614-0165
Phone: (319) 273-6955
Website: www.uni.edu/cme

**Terms of Employment:**
- For the fall semester: 20 hours per week, beginning August 21, 2017 and ending December 15, 2017. Does not include the week of Thanksgiving Break.
- For the spring semester: 20 hours per week, beginning January 8, 2018 and ending May 4, 2018. Does not include the week of Spring Break.

**Compensation:**
- Full assistantship salary is $5,120 per semester. Salary is prorated on a weekly basis 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.
- Professional development opportunities are supported.
- For more information on the Graduate Assistantship System and procedures: [http://www.grad.uni.edu/assistantships/](http://www.grad.uni.edu/assistantships/)

**Position Description:**
- Assist in planning, developing, publicizing, implementing, and coordinating of the programs, activities, and services of the CME along with the program coordinator and under the supervision of the director.
- Contribute to supervision of student employees in the reception area and make suggestions for customer service, student-worker development and evaluation, and overall office protocols.
- Assist the full time staff with other duties as assigned.
Qualifications:

- Must be a full-time, degree-seeking student in a UNI graduate program (e.g., Postsecondary Education: Student Affairs; Counseling, or other related field preferred).
- 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.
- Strong interpersonal, organization, and analytical skills.
- Demonstrated ability to be self-motivated and to conduct oneself in a highly professional and ethical manner.
- A working knowledge of Microsoft Word, Excel, Power Point, Microsoft Publisher, and Adobe Acrobat Professional.
- Demonstrate evidence of excellent written and oral communication skills.

Application Process and Deadline: To apply, email the completed Application Form for Graduate Assistantship (available at http://www.grad.uni.edu/assistantships), resume, and personal statement to jamie.chidozie@uni.edu.