



# DIVERSITY, INCLUSION & SOCIAL JUSTICE

University of Northern Iowa

**Position Title:** Graduate Assistant for Diversity, Inclusion & Social Justice

**Reports to:** Associate Director, Center for Multicultural Education/ Gender & Sexuality Services

University of Northern Iowa 109  
Maucker Union Cedar Falls, IA  
50614-0165 Phone: (319) 273-2250  
Website: [www.uni.edu/cme](http://www.uni.edu/cme)

## **Terms of Employment:**

- For the fall semester: 10 hours per week, beginning August 24, 2020 and ending November 27, 2020. Does not include the week of Thanksgiving Break.
- For the spring semester: 10 hours per week, Starting date and end date TBD. Does not include the week of Spring Break.

## **Compensation:**

- Full Time assistantship salary is \$5,176 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/>

**Position Description:**

- Responsible for the planning, implementation, and assessment of large scale diversity related programming including: Student Success Week, Fall and Spring Speaker Series, December and May Multicultural Student Legacy Graduation, and other conferences and training.
- Supervise one Student Program Coordinator 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.
- Strong research 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 [keyah.levy@uni.edu](mailto:keyah.levy@uni.edu). All applications are due by Friday, August 21, 2020.