Reports to:

Juana Hollingsworth, Supervisor for Diversity Admissions Graduate Assistant
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and
Trina Landmesser, Supervisor for STARs Graduate Student Supervisor
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UNI Office of Admissions
002 Gilchrist
Cedar Falls, IA 50614-0018
(319)273-2281

Terms of Employment:

- Fall: 20 hours per week beginning Monday August 26, 2019 through Friday December 20, 2019. Employment does not include the week of Thanksgiving Break.
- Spring: 20 hours per week beginning Monday January 13, 2020 through Friday May 8, 2020. Employment does not include the week of Spring Break.

***Opportunity available to continue assistantship for further semesters

Compensation:
- Graduate Salary: $10,568 per academic year/ $5,284 per semester
- 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 Systems and procedures: http://www.grad.uni.edu/assistantships/

Background Information:
The Office of Admissions enthusiastically promotes UNI to prospective students and their influencers throughout the college selection experience. Admissions staff members embrace the strategic goals of the University by working diligently to counsel, encourage, support and enroll qualified and diverse students. We value teamwork, acknowledge our interconnectedness with other campus units, and affirm our unique role as the office of first contact for those who aspire to become members of this university community.

Position Description:
Assists with all aspects of new student recruitment to the University of Northern Iowa including:

Diversity Admissions Graduate Assistant: (Approximately 10 hours per week)

- Participating the following events as needed:
  - Panther Open House Visit Days (large group visit days)
  - Small group visits
  - Individual visits
  - Recruitment visits to high schools
  - Attending college fairs
  - Assisting with e-communication initiatives
- Participate in bi-weekly meetings with supervisor(s)
- Assist with daily campus visits when needed
- Assist with planning and outreach of Diversity Visit Days
- Support and Advise Ethnic Student Promoters as needed
- Manage communication efforts with prospective minority students
- Participate in other activities related to recruitment of diverse students

**STARs Graduate Student Supervisor: (Approximately 10 hours per week)**
- Assist with the supervision of 14-18 Student Telecounseling Admissions Representatives (STARs)—two shifts a week (Mondays and Wednesday 5-8:30 during academic year.
  - No STARs shift during holidays or Breaks.
- Motivate STARs through incentives and programming ideas
- Create calling scripts, assess calling plan for each week, and assist with training new student telecounselors
- Meet with supervisor and student team leader bi-monthly to discuss goals, training, and supervision needs

**Qualifications:**
- Candidate must be a full-time degree-seeking student in the Postsecondary Education/Student Affairs, Counseling graduate program, Social Work, Speech Pathology, or other related programs. Excellent oral and written communication skills and interpersonal skills are required, as well as the ability to work independently are necessary. Experience with supervision a plus.
- Must be enrolled in 9 qualifying graduate credit hours each semester of the assistantship.
- Maintain a UNI cumulative graduate 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.
- Must have knowledge of diverse and/or underrepresented populations

**Application Process and Deadline:**
To apply, e-mail the completed Application Form for Graduate Assistantship (available at [http://www.grad.uni.edu/assistantships](http://www.grad.uni.edu/assistantships)), resume, and cover letter to Juana Hollingsworth (juanahollingsworth@uni.edu) by Thursday March 28th, 2019.