

University of Northern Iowa
Student Life & Event Services

Position Title: Office of Student Life Graduate Assistant – Panther Pantry

Reports to: Constance Hansen
Student Organizations Coordinator, Student Life & Event Services
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Terms of Employment:

- Fall semester: 20 hours per week, August 24, 2020 – December 18, 2020
- Spring semester: 20 hours per week, January 11, 2021- May 7, 2021
- Regular evening and weekend hours will be required.

Compensation:

- Full assistantship salary is \$5,395 per semester. Salary will be prorated on a weekly basis for a 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, but the degree of support is determined by availability of funds.

Position Description:

- 1) Provide direct advisement for the student organization, Panther Pantry, in the facilitation of the university's student food pantry.
- 2) Oversee all processes and procedures for the procuring, distributing, and recording of food and necessity items.
- 3) Assist student leaders in the coordinating and training of pantry volunteers, intake and application process, marketing and communication, and managing of program budget.
- 4) Serve as staff liaison with internal and external constituents in supporting the food pantry.
- 5) Evaluate and assess efficiencies of the pantry program.
- 6) Support departmental outreach efforts, including, but not limited to: student organization advisor workshops, Clery Act presentations, Student Organization Fair, student organization re-registration meetings. Assist in the planning and implementation of the Student Leadership Awards. Provide event support to student organization programs that are advised through the Office of Student Life.
- 7) As a member of the Student Life & Event Services professional staff, this position will also have the opportunity to gain insight on Office of Event Services functions, including student union operations, large-scale event planning, etc.

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 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.
- B.A. degree in education, social sciences, administration, or a related field preferred
- At least one year of activities/leadership programming/event planning experience at the undergraduate student leader level preferred.
- Exceptional interpersonal and organizational skills are also required.

Application Process and Deadline:**Candidates in the Postsecondary Education: Student Affairs program:**

As part of the admissions process to the Postsecondary Education: Student Affairs program, you are required to submit the following documentation in addition to your personal statement: Resume, cover letter, and the Application for Graduate Assistantship to Dr. David Schmid (david.schmid@uni.edu).

Candidates outside of the Postsecondary Education: Student Affairs program:

To apply, complete the Application Form for Graduate Assistantship (found at <http://www.grad.uni.edu/assistantships>), then e-mail your resume and cover letter to Steffoni Schmidt (steffoni.schmidt@uni.edu).

For more information on the Graduate Assistantship System and procedures:

<http://www.grad.uni.edu/assistantships/>