

University of Northern Iowa
Student Life & Event Services

Position Title: Office of Student Life Graduate Assistant – Fraternity and Sorority Life

Reports to: Steffoni Schmidt
Associate Director, Student Life & Event Services
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Terms of Employment:

- Fall semester: 20 hours per week, August 26, 2019 – December 20, 2019
- Spring semester: 20 hours per week, January 13, 2020- May 8, 2020
- Regular evening and weekend hours will be required.

Compensation:

- Full assistantship salary is \$5,284 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 governing councils, chapter leadership, Order of Omega (Greek Honorary Society) and Greek Week Committee.
- 2) Interfraternity Council and National Panhellenic Council Development: Assist in the advising of governing councils. Assist with selection, transition and on-boarding of new leadership. Support and facilitate community-wide discussions to identify challenges and opportunities for continued elevation of the Greek community at UNI.
- 3) Sorority Recruitment Support: Assist with the preparation for fall primary sorority recruitment, including but not limited to training Recruitment Guides, potential new member management, recruitment event support, Release Figure Methodology, etc.
- 4) Greek Community Programming: Develop and facilitate programs for the Greek community in areas of leadership, educational and social programming, including the Greek Leaders Retreat and New Member Orientation.
- 5) Office of Student Life Outreach and Event Support: Support departmental outreach efforts, including, but not limited to: student organization advisor workshops, Clery Act presentations, Student Organization Fair, and student organization re-registration meetings. Assist in the planning and implementation of the Student Leadership Awards. Provide event support to any major programs through the Service & Leadership Council and Campus Activities Board, as well as Student Life events, such as UNI Now, Welcome Week and Homecoming.

- 6) 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/>