

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 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 was \$5,395 per semester for 2020-21. 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 Greek governing councils, Greek chapter leadership, Order of Omega (Greek Honorary Society) and Greek Week Committee.
- 2) Interfraternity Council and National Panhellenic Council Development: Assist with selection, transition and on-boarding of new leadership for the councils. Assist in the advising of governing councils. 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 Office of Student Life and the opportunity to assist in advising department sponsored student organizations.

- 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/>