University of Northern Iowa
University Honors Program

Position Title: Graduate Assistant for Student Involvement

Reports to:

Jessica Moon, Ph.D.
Director, University Honors Program
University of Northern Iowa
2401 College St
Cedar Falls, IA 50614-0355
Phone: (319) 273-3175
Email: jessica.moon@uni.edu
Website: www.uni.edu/honors

Terms of Employment:

• For the fall semester: 20 hours per week, beginning August 20, 2018 and ending December 14, 2018. Does not include the week of Thanksgiving Break.
• For the spring semester: 20 hours per week, beginning January 14, 2019 and ending May 10, 2019. Does not include the week of Spring Break.

Compensation:

• Full assistantship salary is $5176 per semester in 2018-19.
• Salary will be 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.
• A tuition scholarship can be applied for and awarded separately.
• For more information on the Graduate Assistantship System and procedures: http://www.grad.uni.edu/assistantships/

Background Information:

Mission

The University Honors Program will be an intellectually stimulating and socially nurturing community of students of exceptional academic achievement. To this end, students will be provided with (1) an enhanced level of personal attention from committed faculty and staff, (2) academically rigorous seminars and small classes taught using innovative styles that emphasize student participation, creativity, and critical thinking, (3) opportunities for student input and leadership within the Program, (4) access to extracurricular activities and programming that enhance student camaraderie and intellectual growth, and (5) personalized mentoring toward completion of an Honors Thesis.
Overview

The University Honors Program at UNI encourages motivated and interested students to make the most of their collegiate experience. The program offers challenging classroom experiences, interaction with faculty, and social connections with other capable students. The program includes all five undergraduate colleges and membership in the University Honors Program is compatible with any of the university’s 90+ majors.

Honors students can enroll in small sections of honors classes that emphasize interactive learning, participate in unique extra-curricular activities, have access to mentoring and advising by honors faculty and staff, and develop close connections with others at the university who share their commitment to educational excellence. Honors students have full access to the Honors Cottage, an on-campus facility that is the social and intellectual center of the program. They are also eligible to participate in special housing clusters through the Department of Residence. Recognition for academic success is another significant benefit of participation. Individual honors courses are noted on student transcripts and those who complete program requirements receive a designation of University Honors or University Honors with Distinction upon graduation.

Position Description:

This assistantship will provide an opportunity for a student to gain experience in a variety of aspects of program administration. The graduate assistant will acquire knowledge regarding the overall workings of the University Honors Program including publicity, recruitment, scholarship selection, program requirements, course selection and scheduling, student advising, programming, and various other administrative responsibilities. Specific graduate assistant responsibilities will include:

1. Advising the Honors Student Advisory Board (HSAB) with particular duties such as attending meetings, encouraging increased student ownership and responsibility for HSAB activities, and providing supervision for selected programs and events.

2. Planning and implementing co-curricular and extra-curricular programming for the Honors Program with the assistance of HSAB student leaders.

3. Providing honors-specific academic advising (this will necessitate gaining familiarity with the liberal arts core as well as an understanding of the university’s overall academic requirements).

4. Assisting the Honors Director in developing and implementing tools for program assessment.

5. Researching honors-related issues when necessary (may include student development, programming, advising, innovations in honors education, etc.).

6. Other duties as assigned by the Honors Director.

Qualifications:

- Must be a full-time, degree-seeking student in a UNI graduate program (student affairs, counseling, or related field is preferred).
• Must be enrolled in 9 graduate credits each semester of assistantship.
• Must maintain a Plan GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.
• Should exhibit strong interpersonal skills, proficiency in written and oral communication, as well as time management and organizational abilities.

Application Process and Deadline:

To apply email the completed Application Form for Graduate Assistantship (available at http://www.grad.uni.edu/assistantships) with a cover letter and resume including references to the Contact Person above. Applications received by 5:00 p.m. on Monday, Feb 19, 2018 will be given first consideration. The initial review of candidates will begin immediately and selected candidates will be invited for individual interviews beginning Monday, March 5, 2018.

*Please note that the availability of this position is dependent upon vacancy and funding.*