Desk Assistant | Office Assistant (Hillside Jennings) | Resident Assistant | ROTH / Panther Village RA
Summer Conference Assistant | Summer Resident Assistant

Job Title	**Desk Assistant**
Job Description	Primary responsibilities consist of being a receptionist and providing important information to residents and University requests.
Employment Period	Academic year
Compensation	Starting student salary $7.25/hour
Hiring Process	Fill out application and interview late in spring semester (typically late March, April)
Contact Person	Residence Life Coordinator of respective hall.
Date of Notification	Ongoing
Web Application	No
Notes	Preference is given to those students living in the residence hall system (preferably the hall in which they are applying for a position).

Job Title	**Office Assistant (Hillside Jennings)**
Job Description	Primary responsibilities consist of being a receptionist and providing important information to residents and University requests.
Employment period	Academic year
Compensation	Starting student salary $7.25/hour
Hiring Process	Fill out application and interview late in spring semester (typically late March, April)
Contact Person	Hillside Jennings Coordinator
Date of Notification	Ongoing
Web Application	Position is posted on the UNI Job Board when there are openings
Notes	Preference is given to students living in Hillside Jennings.

Job Title	**Resident Assistant**

Job Description	The Resident Assistant is a Department of Residence staff member whose responsibility is to serve as a student advisor to between 30 and 100 students in a University residence hall. As an advisor, the RA provides assistance to the individuals with personal, interpersonal and academic concerns, and is instrumental in assisting the house units to become cohesive living and learning groups.
Employment Period	Academic year (begins approximately two weeks prior to classes in August; returns early in January; works throughout the Sunday after commencement in the fall & spring). Will need to be on call during academic break times.
Compensation	Super Single room Silver Meal Plan $1200 stipend (equal checks August-May)
Hiring Process	Attend information session. Fill out application. Interview.
Contact Person	Ellie Hail-Langner (319) 273-2249
Date of Notification	Before spring break
Web Application	Please see the RA Application
Notes	Must have lived in a university residence hall setting for one semester. Minimum 2.25 GPA (semester and cumulative) required.

Job Title	**ROTH / Panther Village Resident Assistant**
Job Description	The ROTH / Panther Village RA is a Department of Residence staff member whose responsibility is to serve as an advisor/resource person to approximately 60 - 80 residents living in the ROTH Complex or Panther Village. Primary responsibilities include facilitating interaction among students and staff, developing a sense of community, serving as a resource person for residents, providing office and on-call coverage, and promoting growth opportunities for upperclass students.
Employment Period	Academic year (begins approximately two weeks prior to classes in August; returns early in January; works through the Sunday after commencements in the spring). Will need to be on call during academic break times.
Compensation	Single bedroom in an apartment $2200
Hiring Process	Attend information session. Fill out application. Interview
Contact Person	Ellie Hail-Langner (319) 273-2249
Date of Notification	Before spring break.
Web Application	Please see the RA Application
Notes	Must have lived in a university residence hall setting for one semester. Minimum 2.25 GPA (semester and cumulative) required.

Job Title	**Summer Conference Assistant (SCA)**

Job Description	• Prepare for and facilitate check-ins and check-outs for conference groups • Serve overnight as "on-call" person in facilities on a rotating basis with the other five staff members • Work in the conference office, serving as a resource and customer service agent for our conference guests • Complete other administrative tasks as required for individual camp completion • This position will allow the flexibility to be enrolled in classes, participate in an internship or co-op experience, or work another position.
Employment Period	Summer (Late May - Early August)
Compensation	$7.25/hour for office hours Single bedroom in an apartment in the ROTH Complex Meal plan when dining centers are open $200 dining dollars (to be used prior to fall semester)
Hiring Process	application and interview
Contact Person	David Schmid, (319) 273-7894
Date of Notification	Before spring break
Web Application	Application
Notes	• Previous RA / SCA experience preferred • Maintain a cumulative and semester GPA of 2.25 • At least 1 full semester of residence hall living • Good academic and behavioral standing with UNI

Job Title	**Summer RA (ROTH and Panther Village)**
Job Description	• Develop a positive community and organizing activities, programs and events that will enhance residential living • Oversee the summer conference housing program
Employment Period	Summer (Late May - Early August)
Compensation	$1100 stipend, plus apartment $200 dining dollars (to be used prior to fall semester) Continuous Housing Option (first 2 weeks in August): $35.00/day, plus room or apartment You are expected to work some of these days which includes 24-hours coverage

Hiring Process	Application and interview
Contact Person	David Schmid, (319) 273-7894
Date of Notification	Before spring break
Web Application	Application
Notes	• Previous RA experience preferred • Minimum 2.25 GPA • Good academic and behavioral standing at UNI • Preference given to staff able to cover the continuous housing break

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