Position Title: Graduate Assistant for Study Abroad Programs

Reports to: Charity Eckhardt, Faculty-Led Study Abroad Advisor, charity.eckhardt@uni.edu, 103 East Bartlett, Cedar Falls, IA, 50614-0520. Tel.: 319-273-7078

Terms of Employment:
● For the fall semester: 20 hours per week, beginning August 22, 2022 and ending December 9, 2022. Does not include the week of Thanksgiving Break.
● For the spring semester: 20 hours per week, beginning January 17, 2023 and ending May 5, 2023. Does not include the week of Spring Break.

Compensation:
● Full assistantship salary for 2022-23 is $5,476 per semester
● Salary is 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.
● For more information on the Graduate Assistantship System and procedures: http://www.grad.uni.edu/assistantships/

Position Description:
● Assist and support the Study Abroad Center by advising interested students on Study Abroad programs.
● Issue and publish social media updates.
● Take walk-in appointments.
● Recruit students for programs by arranging fairs, informational events, classroom presentations, visiting student organizations, etc.
● Arrange, update and conduct airfare purchase presentations.
● Review student’s program application and follow up regarding components to be completed.
● Review booking confirmations for accuracy.
● Print and compile information for course leader’s binder to take abroad.
● Provide general support for the Director and Advisors.
Qualifications:

- Must be a first year, full-time, degree-seeking student in a UNI graduate program. Preference will be given to applicants interested in returning for a second year.
- Must be enrolled in 9 graduate credits each semester of assistantship.
- Maintain a Plan GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.
- Travel experience outside of the U.S.A. is preferred.
- Excellent written and oral communication skills, including public speaking skills.
- Proficiency with standard computing software and applications.
- Flexibility and availability to conduct information sessions in the afternoons/early evenings.

Application Process and Deadline: To apply email the completed Application Form for Graduate Assistantship (available at http://www.grad.uni.edu/assistantships) and Resume and Cover Letter to study-abroad@uni.edu.

Applications received by May 13, 2022 will be given preferential consideration.