Position Title: Graduate Assistant for Study Abroad Programs

Terms of Employment:
- For the fall semester: 20 hours per week, beginning August 21, 2023 and ending December 8, 2023. Does not include the week of Thanksgiving Break.
- For the spring semester: 20 hours per week, beginning January 16, 2024 and ending May 3, 2024. Does not include the week of Spring Break.

Compensation:
- Full assistantship salary for 2022-23 is $5,476 per semester. The salary rate for AY 2023-24 will be updated in early February.
- 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, finals weeks, or the interims between semesters.
- For more information on the Graduate Assistantship System and procedures: [http://www.grad.uni.edu/assistantships/](http://www.grad.uni.edu/assistantships/)

Position Description:
- Assist and support the Study Abroad Center by advising prospective students and participants of Study Abroad programs on a variety of topics pertaining to the program application process, program cost, scholarship opportunities, course registration, housing, immigration, booking airfare, etc.
- Create and publish social media updates.
- Take walk-in appointments.
- Recruit students for programs by arranging and attending fairs, informational events, classroom presentations, visiting student organizations, etc.
- Review students’ program applications and follow up regarding components to be completed.
- Provide general support

Qualifications:
- 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.
- 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.
- Preference will be given to applicants with a minimum of semester long Study Abroad experience.
Preference will be given to 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

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 12, 2023 will be given preferential consideration.