

POSITION DESCRIPTION

Position Title: Graduate Assistant for the Creative Life Research Center (CLRC)

Reports To: Gary Gute, 319-273-6424

Terms of Employment:

Fall the fall semester: 10 hours per week, beginning August 25, 2014, and ending December 19, 2014

Compensation:

Half assistantship salary is \$2,400 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:

- Assists with logistical and clerical duties related to the operation of the Creative Life Research Center, including conference and other event planning.
- Serves as liaison between CLRC coordinators and college/program partners.
- Collaborates with other graduate assistants in planning, organizing, and delivering CLRC outreach program.
- Actively participates in CLRC research activities according to interests and abilities, including data transcription and analysis of existing projects; opportunity to propose and conduct new research projects.
- Completes online and face-to-face training component focusing on Positive Psychology and flow in learning contexts. May elect to earn International College Reading and Learning Association tutor certification.
- Assists in supervising and mentoring undergraduate student research assistants.

Qualifications:

- Must be a full-time, degree-seeking student in a UNI graduate program
- Must be enrolled in 9 credits each semester of the 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.
- High-energy student with exceptional research, analysis, and report-writing skills; knowledge of effective writing processes and varied writing genres; attention to detail; strong organizational, interpersonal and public speaking skills; a desire to help others succeed; responsibility and ability to keep commitments.
- Expertise in APA style preferred.

- Teaching, training, tutoring, or supervisory experience preferred.

Application Process and Deadline:

To apply, email the completed Application Form for Graduate Assistantship (available at <http://www.grad.uni.edu/assistantships/>), CLRC GA Application (available at <http://www.uni.edu/clrc/>; click the “Student Employment” tab), a cover letter, resume, and sample research paper (preferably in APA style) to Deanne.Gute@uni.edu.

Applications received by August 1 will be given preferential consideration.