

University of Northern Iowa

IT – Client Services

Position Title: Graduate Service Assistant

Reports to: Michael Wilson, PC Support Coordinator, IT – Client Services,
Michael.wilson@uni.edu, 319-273-7617

Terms of Employment:

- For the fall semester: 20 hours per week, beginning as soon as possible and ending December 15, 2017. Does not include the week of Thanksgiving Break.
- For the spring semester: 20 hours per week, beginning January 8, 2018 and ending May 4, 2018. Does not include the week of Spring Break.

Compensation:

- Full assistantship salary is \$5,120 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:

- Correct issues with and approve student employee time cards weekly
- Assist Client Services Student Manager with the preparation for and running of student employee training sessions
- Assist Client Services Student Manager with the preparation for any student employee meetings
- Coordinate the creation of Documentation and Self-Guided Online Training
- Other projects or duties as assigned by the PC Support Coordinator or the Client Services Student Manager

Qualifications:

- Must be a full-time, degree-seeking student in a UNI graduate program, enrolled in 9 hours applying to the graduate degree.
- Maintain a Plan GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.
- Excellent communication skills, both written and verbal
- Excellent time management and organizational skills

- Experience with the Microsoft Office suite of software preferred
- Knowledge of Student Computer Center locations and offerings preferred

Application Process and Deadline: To apply email the completed Application Form for Graduate Assistantship (available at <http://www.grad.uni.edu/assistantships>) and your resume to Michael.Wilson@uni.edu

Applications received by September 8, 2017 will be given preferential consideration.