Position Title: Graduate Assistant – Imaging

Reports to: Kevan Forest, Director, ITS Information Systems, kevan.forest@uni.edu, 319-273-2453

Terms of Employment:

- For the fall semester: 20 hours per week, beginning August 22, 2016 and ending December 16, 2016. Does not include the week of Thanksgiving Break.
- For the spring semester: 20 hours per week, beginning January 9, 2017 and ending May 5, 2017. Does not include the week of Spring Break.
- A larger block of these hours is required toward the beginning of the week in order to ensure department workflows are maintained.

Compensation:

- Full assistantship salary is $5,000 per semester.
- Salary will be prorated weekly 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/](http://www.grad.uni.edu/assistantships/)

Position Description:

- Reduce paper processes by bringing existing documents into the imaging system
- Implement new and updates existing imaging projects
- Develops and uses sample input data to test accuracy of programs
- Review and analyzes system/program problems
- Consults with senior staff as necessary to identify solutions and/or make appropriate referrals
- Provides technical assistance and/or training to team members and system users
- Reviews and analyzes system/program problems as assigned by the Director

Qualifications:

- Must be a full-time, degree-seeking student in a UNI graduate program.
- 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 communication skills, both written and verbal.
- Excellent problem solving ability with the aptitude to learn quickly.

Application Process and Deadline: To apply email the completed Application Form for Graduate Assistantship (available at [http://www.grad.uni.edu/assistantships](http://www.grad.uni.edu/assistantships)) along with a resume to Kevan Forest, Director, ITS Information Systems. Kevan.Forest@uni.edu

Applications received by March 24, 2016 will be given preferential consideration.