Position Title: Graduate Assistant – Digital Media Hub Assistant Manager

Reports to: Rick Seeley, Manager, Learning Technologies, Educational Technology & Media Services, rick.seeley@uni.edu, 273-7218

Terms of Employment:
• For the fall semester: 20 hours per week, beginning August 21, 2017 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:
• Assistantship salary is $5,120 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/

Position Description:
• This position will assume a supervisory role with the Digital Media Hub student employees.
• This position may work evening hours or weekend hours as necessary depending on the successful candidate’s schedule.
• Prefer work hours between 7:30am and 6:00pm, depending on the successful candidate’s schedule.
• Assist in the management of the Digital Media Hub and its student employees
• Assist the team in planning and implementing larger-scale projects and services provided by the Digital Media Hub.
• Ensures the Digital Media Hub meets established standards for quality and timeliness of assistance with services provided.
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.
- Knowledge and proficiency with Adobe Creative Cloud strongly preferred.
- Excellent communication and organizational skills required.
- Past supervision of employees preferred.

Application Process and Deadline: To apply email the completed Application Form for Graduate Assistantship (available at http://www.grad.uni.edu/assistantships) along with a resume to Melanie Abbas, Director of Educational Technology & Media Services. melanie.abbas@uni.edu