

University of Northern Iowa

IT Educational Technology & Media Services

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