

# University of Northern Iowa

## IT – Administrative Information Systems

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**Position Title:** Graduate Assistant – Imaging

**Reports to:** Lisa Feldhaus, Senior Programmer Analyst/ERP, IT - Administrative Information Systems, lisa.feldhaus@gmail.com, 319-273-3042

**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.
- 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 \$5,120 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:**

- 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.