University of Northern Iowa
ITS User Services

Position Title: Graduate Assistant – Student Computer Centers

Reports to: Benjamin Arnold, Support Services Manager, ITS User Services,
ben.arnold@uni.edu, 319-273-2419

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/

Position Description:
- Correct issues with and approve student employee time cards weekly
- Work with the SCC Student Manager to improve inventory handling and tracking across
  all 15 Student Computer Centers
- Assist SCC Student Manager with the preparation for and running of student employee
  training sessions
- Assist the SCC Student Manager with the preparation for any student employee
  meetings
- Document processes and procedures and keep ITS User Services policy documents up to
date
- Other projects or duties as assigned by the PC Support Coordinator
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 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](http://www.grad.uni.edu/assistantships)) along with a resume to Benjamin Arnold, Support Services Coordinator, ITS User Services.

Ben.arnold@uni.edu

Applications received by March 30th, 2016 will be given preferential consideration.