**University of Northern Iowa - Office of Compliance and Equity Management**

**Position Title**: Graduate Assistant (GA)/Green Dot Program Coordinator

**Reports to**: Leah Gutknecht, Assistant to the President for Compliance and Equity Management and Title IX Officer

**Terms of Employment**:

* For the fall semester: 20 hours per week, beginning August 26, 2024 and ending December 20, 2024. May not include the week of Thanksgiving Break.
* For the spring semester: 20 hours per week beginning January 21, 2025 and ending May 16, 2025. May not include the week of Spring Break.

**Compensation**:

* Full assistantship salary in 2024-25 is $3000 for half-time and $6000 for full-time per semester. Salary is prorated on a weekly basis for late start.
* GAs may qualify for in-state tuition and fees.
* GAs receive University holidays and do not work during Thanksgiving Break, Spring Break, or the interims between semesters.
* For more information on the GA System and procedures: <http://www.grad.uni.edu/assistantships/>

**Position Description**:

* Program Planning: Plans and implements the campus-wide Green Dot program aimed at the prevention of gender violence prevention; engages the campus network of faculty, staff, and students to support Green Dot efforts; communicates with Green Dot representatives as to program protocol; and consults with other Green Dot institutions to learn best practices.
* Facilitation of training and events: Schedules and coordinates Green Dot training and programs for the campus community; responsible for all event details; and partners with Green Dot facilitators.
* Program Evaluation: Conducts assessment and data tracking for ongoing evaluation of the position; creates and maintains attendance and related data for training and events; analyzes data to understand the campus-wide impact of the program.
* Public Speaking: Delivers presentations to faculty, staff, and students about gender violence and the Green Dot program itself.
* Campus Outreach: Coordinates events and continuous promotion of Green Dot; reaches out to groups to build awareness of Green Dot; collaborates with NISG’s Director of Gender Violence Prevention to advocate for Green Dot and culture change with students and student organizations; organizes educational resources and promotes them to the campus community via the UNI website and social media; develops community partnerships to support Green Dot concepts in all spaces that UNI students occupy; creates and carries out promotional opportunities in order to keep Green Dot messaging active at all times.

**Required 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 UNI cumulative graduate GPA of at least 3.00. A newly admitted graduate student must have at least a 2.75 GPA for undergraduate or previous graduate work of at least 8 graded credit hours.
* Must have ability to keep information confidential.
* Excellent written and oral communication skills including public speaking/presentations.
* Strong interpersonal and organization skills.
* Demonstrated ability to be self-motivated and conduct oneself in a highly professional manner.
* Demonstrated ability to learn and apply new technology.

**Application Process and Deadline**: To apply, email a resume and a completed Application Form for Graduate Assistantship (available at <http://www.grad.uni.edu/assistantships>) to leah.gutknecht@uni.edu. Applications received by March 15, 2024 will be given preferential consideration.