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

**Position Title**: Graduate Assistant (GA)/Gender Violence Prevention

**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**:

* Coordinates campus needs for gender violence-related educational presentations and awareness programs; responds to requests and works with staff and advocacy agencies for scheduling; and refers requests to other units as necessary.
* Assists with developing and facilitating on-campus presentations and programming in classrooms, for student organizations, and for similar requests; and partners with subject matter experts as appropriate.
* Tracks all programming, including source, date, speaker, number of people served, topic and outline of presentation for Clery Act purposes; alerts Title IX Officer of request trends, unmet needs, and issues/ideas that arise during events; and provides input into improvement of programs and overall quality control.
* Plans and implements annual programs and exhibits, including What Were You Wearing and The Art of CHANGE; designs and/or updates communication and promotional materials; and coordinates with campus partners to continually expand outreach.
* Develops and executes new programming, promotional materials, and communication campaigns; and partners with Green Dot Graduate Assistant as needed to carry out Green Dot workshops and promotional activities.
* Maintains and updates documentation of position duties, compiling procedural guides for each program or duty.

**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.