Position Title: Graduate Assistant for Writing

Reports To: Deanne Gute, PhD, Writing Coordinator, LIB 264 319-273-6424 or Deanne.Gute@uni.edu

Terms of Employment:

• For the fall semester: 20 hours per week beginning August 20, 2018 and ending December 14, 2018. Does not include the week of Thanksgiving break.

• For the spring semester: 20 hours per week beginning January 14, 2019 and ending May 10, 2019. Does not include the week of Spring Break.

• Specific work schedule to be arranged.

Compensation:

• Full assistantship salary is $5,176.00 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:

• Participates in training program culminating in International College Reading and Learning Association tutor certification

• Provides writing feedback and instruction to enrolled graduate and undergraduate students in individual appointments

• Facilitates small-group writing support

• Promotes the Writing Center on campus

• Presents and conducts workshops on topics related to writing and research across the curriculum

• Assists the Writing Coordinator with research and creative projects, depending on interests and expertise (Writing Coordinator is currently pursuing research on student engagement, motivation, and flow)

• Mentors and assists in supervision of undergraduate Writing Coaches

• Completes appointment summaries and student data tracking

• Assists with program data analysis and reporting

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.

• Must maintain a Plan GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.

• High-energy and personable with strong interpersonal skills

• Exceptional analytical and report-writing skills

• Knowledge of effective writing processes

• Attention to detail

• Ability to explain concepts precisely and adapt to various audiences

• A strong sense of curiosity and a desire to help others succeed

• Responsibility and ability to keep commitments

• Ability to work with students from all majors and multiple genres, including professional and scientific writing

• Familiarity with conventions of empirical research reporting, including characteristics of effective Problem, Purpose, Literature Review, Methods, and Significance sections

• Expertise in APA style; willingness to gain expertise in MLA, and Chicago citation styles

• Mentoring, tutoring, or teaching experience is helpful, but not required.
Application Process and Deadline:

To apply, email the completed Application Form for Graduate Assistantship, the Writing Center GA application (available at uni.edu/unialc/writing-center/job-opportunities), a cover letter, resume or vita, and a 10-20 page writing sample incorporating source material (preferably in APA style), to Deanne.Gute@uni.edu.

NOTE: POSITION IS FILLED