University of Northern Iowa
Student Health Clinic

**Position Title:** Graduate Assistant for Student Health

**Reports to:** Angela Meeter, Associate Director of Student Health and Wellness
angela.meeter@uni.edu, 319-273-3423

**Terms of Employment:**
- Fall semester: 20 hours per week, beginning August 20, 2018 and ending December 14, 2018.
- Spring semester: 20 hours per week, beginning January 14, 2019 and ending May 10, 2019.

**Compensation:**
- Full assistantship salary for 2018-2019 is $5,176 per semester.
- Salary is prorated on a weekly basis 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/](http://www.grad.uni.edu/assistantships/)

**Position Description:**
- Perform a range of administrative and program support activities to assist in the efficient operation of the Student Health Clinic’s role and responsibilities in collaborative efforts with health awareness, education and outreach with other UNI departments.
- Attend and participate in Healthy Campus Coalition and Mental Health Advocacy Committee meetings.
- Take meeting minutes as needed.
- Gather information and organize group emails.
- Conduct research on identified focus areas of need and present information to supervisor and other involved parties.
- Collaborate with other departments to gather additional work efforts towards meeting focused health needs of the campus.
- Assist with gathering, entering, calculating and documenting data from surveys, evaluations, quality improvement studies for the clinic, etc.
- Participate and communicate with SHAC members on a consistent basis.
• Develop or revise forms/templates as needed.
• Assist with marketing and promotion of health related activities, events and social media campaigns.
• Other duties as assigned.

**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.
• B.A. degree in health services, human services or social services field 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)) to angela.meeter@uni.edu.

Applications received before February 9, 2018 will be given preferential consideration.