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:
- For the fall semester: 20 hours per week, beginning August 26, 2019 and ending December 20, 2019. Does not include the week of Thanksgiving Break.
- For the spring semester: 20 hours per week, beginning January 13, 2020 and ending May 8, 2020. Does not include the week of Spring Break.

Compensation:
- Full assistantship salary for 2019-2020 is $5,284 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/

Position Description:
- Perform a range of administrative and program support activities and services to assist in the efficient operation of the Student Health Clinic’s role and responsibilities in collaborative efforts with health awareness, wellness, 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.
• Develop or revise forms/templates as needed.
• Assist with marketing and promotion of health related activities, campaigns, events and social media postings.
• Wellness coaching preferred.
• 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 UNI cumulative graduate GPA of at least 3.00. A newly admitted graduate student must have at least a 3.0 GPA for undergraduate or previous graduate work of at least 8 graded credit hours
• B.A. degree in health promotion, 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) to angela.meeter@uni.edu.

Applications received before February 28, 2019 will be given preferential consideration.