

University of Northern Iowa

Institutional Research & Effectiveness

Position Title: Graduate Research Assistant

Reports to: Kristin Moser, Ph.D., Director

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.

Compensation:

- Full assistantship salary is \$5176.00 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:

- The graduate assistant (GA) in the Office of Institutional Research & Effectiveness provides research support in the office, developing presentations and data visualizations to communicate information to multiple constituencies (both internal and external). The GA will also conduct elementary data analyses for research related to UNI's various student success initiatives. The GA will assist in endeavors such as the National Survey of Student Engagement (NSSE), First Year Only (FYO) program assessment, and the early intervention system, among others. Finally, the GA will have the opportunity to present their work at a professional conference.

Qualifications:

- Must be a full-time, degree-seeking student in a UNI graduate program.
- Must be enrolled in at least 9 qualifying graduate credit hours each semester of the assistantship.
- Maintain a Plan and cumulative GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.
- B.A. degree in the Social Sciences, Mathematics/Statistics, MIS, or Economics preferred.
- Skills and Experiences Required: Excellent analytical skills and attention to detail; excellent written communication skills; ability to prioritize, plan and organize tasks; experience with Excel and Word; ability to maintain strict confidentiality; strong interpersonal and oral/written communication skills.
- Skills and Experiences Preferred: Working knowledge in the use of the statistical packages such as SPSS, SAS, or R; some work with relational databases such as Microsoft Access.

Application Process and Deadline: To apply, email the completed Application Form for Graduate Assistantship (available at <http://www.grad.uni.edu/assistantships/>), a work sample demonstrating your writing/communication skills, and your resume/curriculum vita to Kristin.moser@uni.edu.

Applications received by March 7, 2018 will be given preferential consideration.