Position Title: Communications Specialist

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

Terms of Employment:
- For the fall semester: 10 hours per week, beginning August 26, 2019 and ending December 20, 2019. Does not include the week of Thanksgiving Break.
- For the spring semester: 10 hours per week, beginning January 13, 2020 and ending May 8, 2020. Does not include the week of Spring Break.

Compensation:
- Half assistantship salary is $2642.00 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 Communications Specialist in the Office of Institutional Research & Effectiveness provides communication to support accreditation at the university. This person will be responsible for the following:
- Creating educational and promotional pieces to communicate accreditation related information to multiple constituencies (both internal and external).
- Assisting in the maintenance of the UNI HLC website
- Assisting in the development and delivery of educational workshops with faculty, staff and students

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 UNI cumulative GPA of at least 3.00. A newly admitted graduate student must have at least a 3.00 GPA for undergraduate or previous graduate work of at least 8 credit hours.
- B.A. degree in Marketing, Communications, Public Relations or related field preferred.
- Skills and Experiences Required: Excellent written communication skills; excellent attention to detail; ability to prioritize, plan and organize tasks; experience with Excel and Word; strong interpersonal and oral communication skills.

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 July 10, 2019 will be given preferential consideration.