Position Title: Office of Student Involvement Graduate Assistant – Panther Pantry

Reports to: Constance Hansen
Associate Director, Student Involvement & Event Services
constance.hansen@uni.edu
(319) 273-7404

Terms of Employment:

- Fall semester: 20 hours per week, August 22, 2022 – December 16, 2022
- Spring semester: 20 hours per week, January 17, 2023- May 5, 2023
- Regular evening and weekend hours will be required.

Compensation:

- Full assistantship salary per semester of $5,476.00. Salary will be prorated on a weekly basis for a 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.
- Professional development opportunities are supported, but the degree of support is determined by availability of funds.

Position Description:

1) Provide direct advisement for the student organization, Panther Pantry, in the facilitation of the university’s student food pantry.

2) Oversee all processes and procedures for the procuring, distributing, and recording of food and necessity items.

3) Assist student leaders in the coordinating and training of pantry volunteers, intake and application process, marketing and communication, and managing of program budget.

4) Serve as staff liaison with internal and external constituents in supporting the food pantry.

5) Evaluate and assess efficiencies of the pantry program.

6) Support departmental outreach efforts, including, but not limited to: student organization advisor workshops, Clery Act presentations, Student Organization Fair, student organization re-registration meetings. Assist in the planning and implementation of the Student Leadership Awards. Provide event support to student organization programs that are advised through the Office of Student Life.

7) As a member of the Student Life & Event Services professional staff, this position will also have the opportunity to gain insight on Office of Event Services functions, including student union operations, large-scale event planning, etc.
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 education, social sciences, administration, or a related field preferred
- At least one year of activities/leadership programming/event planning experience at the undergraduate student leader level preferred.
- Exceptional interpersonal and organizational skills are also required.

Application Process and Deadline:

Candidates in the Postsecondary Education: Student Affairs program:

As part of the admissions process to the Postsecondary Education: Student Affairs program, you are required to submit the following documentation in addition to your personal statement: Resume, cover letter, and the Application for Graduate Assistantship to Dr. David Schmid (david.schmid@uni.edu).

Candidates outside of the Postsecondary Education: Student Affairs program:

To apply, complete the Application Form for Graduate Assistantship (found at http://www.grad.uni.edu/assistantships), then e-mail your resume and cover letter Connie Hansen (constance.hansen@uni.edu).

For more information on the Graduate Assistantship System and procedures:

http://www.grad.uni.edu/assistantships/