Liberal Arts Core (LAC)

**Office:** Liberal Arts Core

 381 LIB

**Position Title:** Liberal Arts Core Graduate Assistant

**Supervisor:** Dr. Deirdre Heistad

 Director, LAC

 381 LIB

 319-273-2633

 d.heistad@uni.edu

**Terms of Employment:**

* First day of semester through the last day of semester – Fall Semester
* First day of semester through the last day of semester – Spring Semester
* Graduate assistants do not work the week of Thanksgiving Break, Spring Break week, nor the interim time between semesters.
* 20 hours of work per week during the weeks that school is in session.

**Compensation:**

* Graduate Salary - $4800 per semester for 2014-2015
* Graduate Assistants may qualify for in-state tuition and fees.
* Graduate Assistants receive university holiday. Professional development opportunities are supported.
* For more information on the Graduate Assistantship System and procedures, please visit <http://www.grad.uni.edu/assistantships/>

**Background Information:**

The purpose of the LAC is to actively engage students to become self-aware participants in their own personal development through thoughtful and informed decision-making, promotion of life-long learning, enlarging the scope of their world to global issues and diverse cultures, and increasing their strategies for solving complex problems they will encounter in the future.

**Position Description:**

Assists and supports the LAC Director in all aspects of the LAC and the First-Year Cornerstone project, with a special emphasis on data collection, report writing, and correspondence drafting. Additional duties may be assigned as the need arises.

**Qualifications:**

* Candidate must be a full-time degree-seeking student in a graduate program at the University of Northern Iowa
* 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.
* Familiarity with UNI’s Liberal Arts Core
* Demonstrated excellent written and oral communication skills
* Strong interpersonal skills
* Strong time management skills
* Ability to work independently
* Strong computer skills: Word, Excel, PowerPoint, Publisher, video-streaming
* Demonstrated ability to learn and apply new technology

Application Process and Deadline:

* Submit the following three items to the LAC Office via email (lac@uni.edu):
	+ Current resume
	+ Letter of application
	+ Completed Graduate Assistantship application (<http://www.grad.uni.edu/assistantships>)
* Incomplete application packages and/or applications with spelling, grammar, or punctuation errors will not be considered.
* The position is not open for 2014-2015.