University of Northern Iowa
Department of Technology

Position Title: Graduate Teaching Assistant

Reports to: Reports to the faculty member to be assigned

Terms of Employment:
- For the fall semester: full assistantship 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: full assistantship 20 hours per week, beginning January 14, 2019 and ending May 10, 2019. Does not include the week of Spring Break.
- Half assistantship is 10 hours per week.

Compensation:
- Full assistantship salary is $5,176 per semester for Master student and $7,758 per semester for Doctoral student. Half assistantships may be awarded.
- Salary will be prorated weekly 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.
- Tuition scholarships may be applied for and are awarded separately and are not compensation for the graduate assistantship.
- For more information on the Graduate Assistantship System and procedures: http://www.grad.uni.edu/assistantships/

Position Description:
As a teaching assistant, the graduate student will be assigned to work with a faculty member to assistant in his/her courses. The duties may include:
- Meeting with the professor on a regular basis
- Grading homework, in-class assignments, (and tests)
- Meeting with students during office hours or as arranged
- Emailing students/responding to their emails
- Helping students with special needs (e.g., reading test to blind student or recording answers for someone with a motor disability)
- Responding to student emails
- Conducting lab sessions
- Helping with in-class and lab activities
- Teaching class when the instructor is unavailable (no more than the total equivalent of one week of class per semester)
- Updating announcements on the course website and/or eLearning
- Assisting with development of class materials

Qualifications:
- Must be a full-time, degree-seeking graduate student in the Department of Technology at UNI
- Must be enrolled in 9 graduate credits each semester of 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.

Application Process and Deadline: To apply email the completed Application Form for Graduate Assistantship (available at http://www.grad.uni.edu/assistantships) to Vickie Turner (vickie.turner@uni.edu).

Applications received by February 1 (for fall semesters) and October 1 (for spring semesters) will be given preferential consideration.