

# University of Northern Iowa

## Department of Technology

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**Position Title:** Graduate Teaching Assistant

**Reports to:** Reports to the faculty member to be assigned

**Terms of Employment:**

- For the fall semester: 20 hours per week (full-time) or 10 hours per week (half-time), beginning August 26, 2019 and ending December 20, 2019. Does not include the week of Thanksgiving Break.
- For the spring semester: 20 hours per week (full-time) or 10 hours per week (half-time), beginning January 13, 2020 and ending May 08, 2020. Does not include the week of Spring Break.

**Compensation:**

- Assistantship salary is \$5,284 per semester for full time and \$2,642 per semester for half time Master student and \$7,920 per semester for full time and \$3,960 per semester for half time 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 assist 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 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.

**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.