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 22, 2016 and ending December 16, 2016. Does not include the week of Thanksgiving Break.
• For the spring semester: full assistantship 20 hours per week, beginning January 09, 2017 and ending May 5, 2017. Does not include the week of Spring Break.
• Half assistantship is 10 hours per week.

Compensation:
• Full assistantship salary is $5,044 per semester for Master student and $7,560 per semester for Doctoral student. Half assistantship salary is $2,522 per semester for Master student and $3,780 per semester for Doctoral student.
• 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

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- 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.