Position Title: Graduate Assistant (GA)/Sexual Assault Prevention (Half-time)

Reports to: Leah Gutknecht, Assistant to the President for Compliance and Equity Management and Title IX Officer

Terms of Employment:
- For the fall semester: 10 hours per week, beginning August 17, 2020 and ending December 04, 2020. Does not include the week of Thanksgiving Break.
- For the spring semester: 10 hours per week, beginning January 11, 2021 and ending May 07, 2021. Does not include the week of Spring Break.

Compensation:
- Half-time assistantship salary is 2020-21 is $2,697.50 per semester. Salary is prorated on a weekly basis for late start.
- GAs may qualify for in-state tuition and fees.
- GAs receive University holidays and do not work during Thanksgiving Break, Spring Break, or the interims between semesters.
- For more information on the GA System and procedures: http://www.grad.uni.edu/assistantships/

Position Description:
- Serves as liaison between the UNI Title IX Officer and Riverview Center, a local sexual assault advocacy agency, maintaining open communication in line with the Memorandum of Understanding (MOU) that details services each party will provide to the other.
- Coordinates campus needs for sexual assault-related educational presentations and awareness programs; takes requests and works with Riverview Center for scheduling; refers requests to other units as necessary.
- Assists with developing and facilitating on-campus presentations and programming in classrooms, for student organizations, and for similar requests; partners with Riverview Center and other subject matter experts as appropriate.
- Tracks all requests for programming, including source, date, speaker, number of people served, topic and outline of presentation, etc.; alerts Title IX Officer of request trends, unmet needs, and issues/ideas that arise during events; provides input into improvement of programs and overall quality control and customer service.
- As time permits, assists with other tasks and projects related to Title IX and sexual misconduct (e.g., assists with implementation of online training programs, carries out communication plan, etc.).

Required 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 Plan and cumulative GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.
- Must have ability to keep information confidential.
- Excellent written and oral communication skills including public speaking/presentations.
- Strong interpersonal and organization skills.
- Demonstrated ability to be self-motivated and conduct oneself in a highly professional manner.
- Demonstrated ability to learn and apply new technology.

Application Process and Deadline: To apply, email a resume and a completed Application Form for Graduate Assistantship (available at http://www.grad.uni.edu/assistantships) to leah.gutknecht@uni.edu.