Position Title: Graduate Assistant (GA)/Green Dot Program

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

Terms of Employment:
- For the fall semester: 20 hours per week, beginning August 22, 2022 and ending December 16, 2022. Might not include the week of Thanksgiving Break.
- For the spring semester: 20 hours per week, beginning January 17, 2023 and ending May 12, 2023. Might not include the week of Spring Break.

Compensation:
- Full assistantship stipend in 2021-22 is $5,476.00 per semester; 2022-23 is to be determined. Stipend is prorated on a weekly basis for late start.
- GAs may qualify for in-state tuition and fees.
- GAs might receive University holidays and do not work during the interims between semesters.
- For more information review https://grad.uni.edu/faq-graduate-assistantship

Position Duties:
- Program Planning: Plans and implements the campus-wide rollout of Green Dot, a gender violence prevention program; coordinates a campus network of faculty and staff to support Green Dot efforts; communicates with Green Dot representatives as to program protocol; and consults with other Green Dot institutions to learn best practices.
- Facilitation of training and events: Schedules and executes Green Dot training and programs for the campus community; coordinates all event details; and partners with Green Dot representatives.
- Program Evaluation: Conducts assessment and data tracking for ongoing evaluation of the position; creates and maintains attendance and related data for training and events to understand the campus-wide impact.
- Public Speaking: Delivers presentations to faculty, staff, and students about gender violence prevention/Green Dot training.
- Campus Outreach: Coordinates all promotional resources, events, and messages; reaches out to groups to build awareness of Green Dot; develops an anti-violence advocate student group to support culture change and further training to organizations; organizes educational resources and promotes them to the campus community via the UNI website and social media; and develops community partnerships to support culture change in all spaces that UNI students occupy.

General 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 UNI cumulative graduate GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.
- Have an official transcript on file in the Office of Admissions.
- Be regularly admitted without provisions to degree status in a graduate degree program.
- Must meet UNI’s employment eligibility.
**Required Qualifications:**

- Demonstrated skills in leadership, communication, public speaking, and the ability to work professionally with students. Strong verbal and written skills using clear, accurate, and professional communication are essential.
- Experience working with students of diverse educational, racial, ethnic, gender, sexual, and cultural identities.
- Must have ability to keep information confidential and be dependable and reliable with excellent follow-through.
- Demonstrated ability to be self-motivated and conduct oneself in a highly professional manner.
- Experience discussing and educating others on the topic of gender-based violence strongly preferred.
- Ability to work 20 hours per week; some evening and weekend hours may be required.

**Application Process and Deadline:** To apply, email a resume and a completed [Application Form](mailto:leah.gutknecht@uni.edu) to leah.gutknecht@uni.edu.

Applications received by April 1, 2022, will be given preferential consideration.

UNI actively seeks to enhance diversity and is an Equal Opportunity/Affirmative Action employer. The University encourages applications from persons of color, women, individuals living with disabilities, and protected veterans. All qualified applicants will receive consideration for employment without regard to age, color, creed, disability, gender identity, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other basis protected by federal and/or state law.