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

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 20, 2018 and ending December 14, 2018. Does not include the week of Thanksgiving Break.
- For the spring semester: 20 hours per week, beginning January 14, 2019 and ending May 10, 2019. Does not include the week of Spring Break.

Compensation:
- Full assistantship salary in 2018-19 is $5176 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., monitors timelines, creates electronic case files, runs reports to monitor trends, assists with implementation of online training programs, 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. Applications received by June 21, 2018, will be given preferential consideration.