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

Compensation:
- Full assistantship salary in 2022-23 is $5,476.00 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/](http://www.grad.uni.edu/assistantships/)

Position Description:
- Serves as liaison between the UNI Title IX Officer and local sexual assault advocacy agencies, maintaining open communication about how to best serve the UNI community.
- Coordinates campus needs for sexual assault-related educational presentations and awareness programs; takes requests and works with advocacy agencies 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 subject matter experts as appropriate.
- Tracks all requests for programming, including source, date, speaker, number of people served, topic and outline of presentation for Clery Act purposes; 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.
- 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 training programs, designs and/or updates communication and promotional materials).
- Maintains sexual assault strategic prevention plan and assists with programs and initiatives related to the plan; and assists with development of new programming, promotional materials, and communication campaigns.

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 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.
- 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](http://www.grad.uni.edu/assistantships)) to leah.gutknecht@uni.edu. Applications received by April 1, 2022, will be given preferential consideration.