Office of Compliance and Equity Management

**Position Title:** Graduate Assistant (GA) / Gender Violence Prevention

**Reports to:** Leah Gutknecht, Assistant to the President for Compliance and Equity Management and Title IX Officer (leah.gutknecht@uni.edu)

**General Terms of Employment**

- For the Fall semester 20/10 hours per week, beginning August 21, 2023 and ending December 15, 2023. These dates might vary upon approval of the academic calendar.
- For the Spring semester 20/10 hours per week, beginning January 16, 2024 and ending May 10, 2024. These dates might vary upon approval of the academic calendar.

**Compensation:**

- Graduate Assistantship stipend is **$2,779.00** for half-time and **$5,558.00** for full-time per semester and may be prorated depending on start date.
- Graduate Assistants and their spouses may qualify for in-state tuition.
- Graduate Assistants may receive University holidays and do not work during the interims between semesters.
- For more information regarding Graduate Assistantship procedures review [https://grad.uni.edu/funding](https://grad.uni.edu/funding).

**Primary Responsibilities:**

- Coordinates campus needs for gender violence-related educational presentations and awareness programs; responds to requests and works with staff and advocacy agencies for scheduling; and 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; and partners with subject matter experts as appropriate.
- Tracks all 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; and provides input into improvement of programs and overall quality control.
- Plans and implements annual programs and exhibits, including What Were You Wearing and The Art of CHANGE; designs and/or updates communication and promotional materials, and coordinates with campus partners to continually expand outreach.
● Develops new programming, promotional materials, and communication campaigns; and partners with Green Dot Graduate Assistant as needed to carry out Green Dot workshops and promotional activities.

**General Qualifications:**

- Must be a full-time, degree-seeking student in a UNI's graduate program.
- Must be enrolled in 9 graduate credits each semester of assistantship.
- Maintain a cumulative GPA of at least 3.0. A newly admitted graduate student must have at least a 3.0 for undergraduate or previous graduate work of at least 8 graded credit hours.
- Must have ability to keep information confidential
- Strong interpersonal and organizational skills.
- Demonstrated ability to be self-motivated and conduct oneself in a highly professional manner.
- Demonstrated ability to learn and apply new technology.
- Excellent written and oral communication skills including public speaking/presentations.

**Application Process and Deadline:**

To apply, email a resume and a completed [Assistantship application form](mailto:Assistantship%20application%20form) to Leah Gutknecht (leah.gutknecht@uni.edu).

Applications received by **August 10, 2023** 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.