

Iowa Regents' Center for Early Developmental Education

Position Title: Graduate Assistant for the Iowa Regents' Center for Early Developmental Education

Reports to: Dr. Beth Van Meeteren, Director of Iowa Regents' Center for Early Developmental Education (beth.vanmeeteren@uni.edu)

General Terms of Employment:

- For the fall semester: 20 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 hours per week, beginning January 16, 2024 and ending May 10, 2024. These dates might vary upon approval of the academic calendar.
- Preference will be given to individuals who are available during the day.

Compensation:

- Graduate Assistantship salary (20 hours per week) for 2023-2024 is \$5,558 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>.

Primary Responsibilities:

- Maintain and communicate progress through regular meetings with supervisor.
- Attend regularly scheduled center meetings.
- Attend meetings related to research or partnerships, and act as a liaison between faculty, departments and other organizations involved in research.
- Assist in developing website to highlight recent publications from the IRCED.
- Assist in promoting the work of the IRCED by increasing social media presence.
- Conduct field research activities on and off campus.
- Transcription of videos of research subjects.
- Conduct literature search for identified articles from professional literature, including review and summarization, to support research and writing.
- Write and edit literature and manuscript reviews.
- Research data support including collecting, organizing, entering, labeling and analyzing data.
- Preparing poster displays, slide shows, hands-on examples and materials, including lectures, for presentations and conferences.
- Support acquisition of and organization of materials for professional development and grant activities.
- Assist with Iowa Regents' Center classroom set-up for visitors and university courses who use the Integrative STEM classroom.

General Qualifications:

- Must be a full-time, degree-seeking student in a UNI graduate program.
- Be regularly admitted without provisions to degree status in a graduate degree program.
- Must be enrolled in 9 graduate credits each semester of assistantship.
- Maintain a cumulative 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 and be fully declared in their graduate major.
- Must meet UNI's HRS employment eligibility.

Preferred Qualifications:

- Preferred background in research, early childhood education, curriculum and/or multicultural education.

Application Process and Deadline:

To apply, submit the [Assistantship application form](#). Attach: resume, 3 letters or recommendation (optional), 3 references (optional), and a cover letter (optional). Direct your application to Beth Van Meeteren (regents.center@uni.edu).

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.