

University of Northern Iowa

Counseling Center

Position Title: Graduate Assistant for Suicide Prevention

Reports to: Jennifer Schneiderman, Counseling Center Director, 273-2676, Jennifer.schneiderman@uni.edu.

Terms of Employment:

- Fall semester: 20 hours per week, beginning August 24th, 2020 and ending December 18th, 2020.
- Spring semester: 20 hours per week, beginning January 11th, 2021 and ending May 7th, 2020
- Full assistantship salary is currently for the fall semester 2019 will be \$5,284 and the spring semester 2020 is \$5,284.
- Salary is prorated on a weekly basis for late start.
- Graduate Assistants may qualify for in-state tuition and fees.
- Graduate Assistants receive University holidays and do not work during Thanksgiving Break, Spring Break, or the interims between semesters.
- For more information on the Graduate Assistantship System and procedures: <http://www.grad.uni.edu/assistantships/>

Responsibilities:

Below is a list of responsibilities and dependent on the interests and skills of applicants, duties assigned to the position could include:

- Program Development/Planning/Implementation: Assisting with the development and organization of a peer support program and coordinating mental health awareness and initiatives in collaboration with campus mental health organizations like Active Minds, to focus on reducing stigma, increasing resilience, and enhancing social and campus connectedness.
- Program Evaluation: Development of assessment materials and collection and organization of data.
- Public Speaking: Facilitating presentations including Question, Persuade, Refer (QPR), Mental Health Ally training, life skills workshops for students, programs

focused on reducing stigma, increasing resilience, and enhancing social connectedness, as well as identifying students at-risk.

- Oral & Written Communication: Communicating clearly, accurately, and professionally in all interactions and materials.
- Campus Outreach: Assisting with multiple assignments, tasks, and projects in an organized, efficient, and timely manner with high quality and minimal supervision. Assisting with administrative tasks, such as mailings and errands, program publicity, database updates, web page and social media updates, etc.

Requirements:

- Admitted to the University of Northern Iowa's graduate school and must be a full-time degree-seeking student enrolled in a UNI graduate program.
- Must be enrolled in 9 hours of graduate credit each semester of the assistantship.
- Maintain a Plan GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.
- Preference will be given to graduate students pursuing a degree in Counseling, Health Education, Psychology, Postsecondary Education-Student Affairs and Communication.
- Academic background in or experience with suicide prevention, mental health and wellness, and/or educational programming.

Qualifications:

- Demonstrated skills in leadership, communication, and the ability to work professionally with students
- Experience working with students of diverse educational, racial, ethnic, gender, sexual, and cultural identities
- Excellent organizational skills and high initiative level
- Effective communication skills
- Ability to work 20 hours per week (including evening and weekend hours when needed)

Application Process and Deadline: To apply email the completed Application Form for Graduate Assistantship available at <http://www.grad.uni.edu/assistantships>, résumé, cover letter, and a list of three references, including name, address, phone number and email address to: Jennifer.schneiderman@uni.edu or 319-273-2676. The position is open until filled.