University of Northern Iowa
Counseling Center

**Position Title:** Graduate Assistant for Suicide Prevention

**Reports to:** Jennifer Schneiderman, Director of the UNI Counseling Center, jennnifer.schneiderman@uni.edu or 319-273-2233.

**Terms of Employment:**
- Fall Semester: 20 hours per week, beginning Monday August 23rd, 2021 and ending Friday December 17th, 2021.
- Spring Semester: 20 hours per week, beginning Monday January 10th, 2022 and ending Friday May 6th, 2022.

**Compensation:**
- Full assistantship salary for the 2021 Fall Semester will be $5,284.00 and the Spring 2022 Semester salary will be $5,284.00.
- 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, please visit [http://www.grad.uni.edu/assistantships/](http://www.grad.uni.edu/assistantships/)

**Responsibilities:**
- Below is a list of responsibilities and potential duties assigned to the position:
- Assist with outreach activities, including providing and coordinating educational trainings, tracking participation, and developing educational programs.
- Program Development/Planning/Implementation: Assisting with the development, organization, and implementation of several events focused on
reducing stigma, increasing resilience, and enhancing social and campus connectedness, as well as identifying students-at-risk.

- Program Evaluation: Assisting with the development of evaluation questions and assessment of programs and services.
- Public Speaking: Assisting with presentations including life skill workshops for students and programs focused on reducing stigma, increasing resilience, and enhancing social connectedness, as well as identifying students-at-risk.
- Research: Assisting in benchmarking, researching models for best practice services and other data gathering activities for programs and service development.
- Oral & Written Communication: Communicating clearly, accurately, and professionally in all interactions and materials representing the campus and the local community.
- Collaboration: Working with campus and community partners in support of the UNI Counseling Center’s goals.
- Organizational Skills: 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 UNI cumulative GPA of at least 3.00. A newly admitted graduate student must have at least a 3.00 GPA for undergraduate or previous graduate work of at least 8 graded credit hours.
- 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 Assistantships available at (http://www.grad.uni.edu/assistantships), resume, cover letter, and a list of three references (including name, address, phone number, and email address) to Jennifer Schneiderman, Director of the UNI Counseling Center (jennifer.schneiderman@uni.edu). The position is open until filled.