

# University of Northern Iowa

## Counseling Center

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

**Reports to:** Brian Nissen, Suicide Prevention Educator for the Counseling Center:  
[brian.nissen@uni.edu](mailto:brian.nissen@uni.edu) or 319-273-7825

**Terms of Employment:**

- Fall semester: 20 hours per week, beginning August 20, 2018 and ending December 14, 2018.
- Spring semester: 20 hours per week, beginning January 14, 2019 and ending May 10, 2019.

**Compensation:**

- Full assistantship salary for the fall semester 2018 will be \$5,176 and the spring semester 2019 is \$5,176.
- 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:

- 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 program and service development.

- Oral & Written Communication: Communicating clearly, accurately, and professionally in all interactions and materials representing the Grant across the campus and in the community.
- Collaboration: Working with campus and community partners in support of the Grant's mission and 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 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 Brian Nissen, Suicide Prevention Educator for the Counseling Center: [brian.nissen@uni.edu](mailto:brian.nissen@uni.edu) or 319-273-7825. The position is open until filled.