

**Graduate Assistant Position Announcement 2008-2009**  
**University Housing**  
**Office of Residence Life - Programs**  
**The University of Iowa**

This position is a graduate assistantship (20 hours per week) in University Housing, Office of Residence Life at The University of Iowa. There are two primary areas of responsibility within this graduate assistantship. The first area of responsibility is to serve in an educational programming and leadership development capacity within the department, and to support the established goals of the department. Major duties include:

- Serving as an event planner and presenter on a variety of topics based upon the needs of students living in the residence halls;
- Advising one or two student organizations and promoting the development of student leaders;
- Assisting with the production and distribution of programming and publicity materials, including bulletin board packets, flyers, and table tents;
- Assisting with training as it relates to programming, advising and leadership development;
- Assisting with student government projects; and
- Assisting with Office of Residence Life projects as assigned.

The second primary area of responsibility involves assisting the Student Development Coordinator and the Student Programming Coordinator in accomplishing additional duties. These include:

- Serving as an active and collaborative member of the Residence Life team;
- Meeting regularly with the Student Development Coordinator;
- Working collaboratively with the Student Development Coordinator, Student Program Coordinator and the other Programs Staff Graduate Assistant on Residence Life and Programs Staff projects;
- Participating in weekly meetings;
- Participating in departmental staff meetings and staff development activities;
- Participating in the implementation of leadership initiatives for residence hall students and residence hall government;
- Assisting with the coordination of the student move-in volunteer program; and
- Serving on departmental committees as assigned.

The position is scheduled to begin July 14, 2008 or soon thereafter and end May 22, 2009, which includes approximately one month off during winter semester break, as well as some time off during Thanksgiving break and spring break. The salary (2008-09) is \$16,575. This person reports to the Student Development Coordinator.

Weekend and evening responsibilities are part of this assistantship.

Qualifications:

- Enrollment in a graduate program is required. Priority is given to candidates enrolled in the student development masters program at The University of Iowa.
- Experience in residence hall or student activities programming preferred, but not required.
- Demonstrated leadership and communication skills.
- Proven ability to work with a diverse population of students, staff, faculty and the general public.

Review of applications will begin immediately and continue until position is filled. Interested individuals should forward a letter of interest, current resume, and the names and phone numbers of three professional references to:

Kate Sojka  
Student Development Coordinator  
260 Stanley Hall  
Iowa City, IA 52242-1217  
(319) 335-3700  
kathryn-sojka@uiowa.edu

The University is an Equal Employment Opportunity and Affirmative Action Employer.  
Women and Minorities are encouraged to apply.